



Data Security Policy

London Construction Management (LCM) is committed to providing a service that provides security and confidentiality where appropriate. This policy addresses corporate and individual rights and responsibilities. LCM's policy that only appropriate personnel will have the right of access to information. LCM retention of Documents policy ensures that all auditable data and information is stored securely as per SFA guidance. All documents necessary to verify ESF Co-financed provision are retained in line with contractual requirements.

This data is as follows:

Data collected from learners and employers:

- Employer details
- Learner data as required to meet eligibility requirements
- Sensitive information arising from the initial assessment
- Confidential information discussed at information, Advice and Guidance (IAG) sessions
- Assessment feedback (except for internal and external; verifier)
- All personnel data supplied for the ILR registration document
- Personal contact details supplied to our Learning & Development Consultants for direct contact purposes
- Vulnerable learner incident reporting

Data Security

- Data will only be retained by us for internal research or statistical purposes.
- We do not disclose data to third parties outside LCM (except where there is a legitimate contractual right to the data e.g. SFA, ESF, other funders)
- Data will be stored in paper format securely
- Access to data is controlled by the regulation of user rights access and password authentication by a system administrator
- To prevent the loss of availability of data, measures are taken to backup data, applications and the configurations of all workstations
- Backup data is held at separate locations that conform to the same high level of security as the locations that hold our servers
- Access to backup data is restricted to the system administrator



- Archive data is held centrally at the head office and is managed by the Data Manager (Director)

LCM's commitment to the security and confidentiality of information covers:

- The feedback process: formal feedback is sought once a year from learners and employers
- Compliance with legislative and contractual requirements
- Staff education and training
- Business Continuity management

Associated Laws

- Data protection Act 1998
- Freedom of information Act 2005

Contact Details:

We can be contacted at:

London Construction Management Training Ltd

8 Highfields

Ashford in the water

Bakewell, Derbyshire

DE451QN

Telephone: 07719533886

Email lcctraining@outlook.com

Next Review Date: 01/02/21

Appointment – Managing Director

Signed: