

Information Security Policy/Procedure

This guidance document is to assist Centre's in creating a policy/procedure to ensure you have sufficient measures in place to maintain the protection of data and security of examinations.

How do you retain paper based documentation relating to candidates and staff data? Where are these stored and how? Who has access?

We will retain all paper based documentation in school in a locked cupboard. They are stored in files and the two people who have access are Andrew Sheldon and Antonella Brattoli.

How do you retain digital files relating to candidates and staff data? Who has access? Is access dependent on job roles and assigned accordingly? Who has access?

We retain all data on the computer in the test room. The only person who has access to this information is Andrew Sheldon.

Do you have a back up for digital files? How is this performed? Which back up service do you use if cloud based? Who has access to the back up data?

We have a google drive cloud based back up and we also have physical external hard disk back up. Back up is performed at the end of each week.

Upon receiving examination materials from LanguageCert, where would these be stored prior to the examination? Who would have access?

They would be put in a safe locked cupboard. The two people who have access to this are Andrew Sheldon and Antonella Brattoli.

How long are records retained for by the Centre?

Records of all types are retained for 10 years.