**Achieve UK Training Record Keeping Policy**

**Effective Date:** March 2025
**Review Date:** Dec 2027

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## 1. Purpose

The purpose of this Record Keeping Policy is to outline the procedures and responsibilities regarding the collection, storage, retention, and disposal of records at Achieve UK Training. This policy ensures that the organization meets legal, regulatory, and operational requirements, maintains transparency, and protects sensitive information.

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## 2. Scope

This policy applies to all records created, maintained, and stored by Achieve UK Training, including paper and electronic records. It covers records related to training programs, employment, financial documentation, client data, and any other relevant business activities.

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## 3. Definitions

- **Records**: Any form of data or documentation that is created, received, or maintained by Achieve UK Training in the course of its activities.
- **Record Types**: Includes but is not limited to training records, client records, employee records, financial records, correspondence, and other organizational documents.

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## 4. Record Management Principles

Achieve UK Training is committed to ensuring that all records are:

- **Accurate and Complete**: Records will reflect true and accurate information in relation to the purpose for which they were created.
- **Confidential and Secure**: Records containing personal or sensitive information will be stored securely, with access restricted to authorized personnel only.
- **Compliant with Legal Requirements**: Records will be retained and disposed of in compliance with relevant laws and regulations, including the Data Protection Act 2018 and GDPR (General Data Protection Regulation).
- **Readily Accessible**: Records should be easily retrievable when needed, and proper documentation should exist for the creation, modification, and disposal of records.

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## 5. Types of Records

Achieve UK Training maintains the following types of records:

### 5.1 Training Records

- Course materials and content
- Attendance records
- Certificates of completion
- Participant feedback
- Instructor evaluations

### 5.2 Employee Records

- Personal details, job titles, and roles
- Employment contracts
- Payroll and benefits information
- Training and performance records
- Disciplinary and grievance records

### 5.3 Client Records

- Client contact information
- Records of services provided
- Contracts and agreements
- Client feedback and surveys

### 5.4 Financial Records

- Invoices and receipts
- Financial statements
- Tax documents
- Budgeting and accounting records

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## 6. Record Creation and Maintenance

### 6.1 Creation of Records

- All records must be created in accordance with the business needs and activities of Achieve UK Training.
- Records should be accurate, clear, and created in a timely manner.

### 6.2 Storage of Records

- Physical records will be stored in a secure, organized manner to prevent unauthorized access or damage.
- Electronic records will be stored on password-protected devices or cloud storage platforms that meet security standards.

- Sensitive or personal data will be encrypted where necessary, in compliance with data protection regulations.

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## 7. Retention of Records

Achieve UK Training will retain records in accordance with statutory, regulatory, and contractual requirements. The retention period will vary depending on the type of record.

### 7.1 General Retention Periods

- **Employee Records**: Retained for a minimum of 6 years after the employee leaves the company, in compliance with employment law.
- **Training Records**: Retained for a minimum of 3 years following course completion or until the employee no longer requires the training record.
- **Financial Records**: Retained for 7 years in line with tax and accounting regulations.
- **Client Records**: Retained for as long as necessary to meet the needs of the client or the statutory period for legal purposes.

### 7.2 Review and Disposal

- Records that have reached the end of their retention period will be reviewed periodically to ensure they are no longer needed.
- Records that are no longer required will be securely destroyed. Paper records will be shredded, and electronic records will be permanently deleted or destroyed in a way that prevents recovery.

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## 8. Access to Records

- Records will be accessible only to authorized personnel. Access to sensitive or confidential records will be controlled and monitored.
- Employees or clients may request access to their own records. Requests will be processed in compliance with the Data Protection Act and GDPR.

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## 9. Confidentiality and Security

- Achieve UK Training will ensure that all records, especially personal or confidential information, are protected from unauthorized access, alteration, or destruction.
- Security measures include restricted access, secure password protocols, encryption of electronic files, and secure storage of physical records.

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## 10. Compliance with Legal and Regulatory Requirements

- Achieve UK Training will comply with all applicable laws and regulations regarding record-keeping, including the Data Protection Act 2018, GDPR, and industry-specific regulations.
- This policy will be updated to reflect any changes in relevant legislation.

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## 11. Training and Awareness

- Achieve UK Training will provide ongoing training to employees involved in record management to ensure they understand the requirements of this policy, data protection regulations, and best practices for maintaining secure and accurate records.

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## 12. Policy Review

- This Record Keeping Policy will be reviewed annually or whenever significant changes in legislation or organizational practices occur.

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