

security & confidentiality policy

Qube is committed to providing a service to external and internal customers alike, that fully encompasses the concepts of security and confidentiality at all levels. This policy addresses corporate and individual rights as well as the diversity in communication methodology.

All employees have their responsibilities clearly defined in their “statement of conditions of employment” and associates have clear guidance in their agreement to undertake work on behalf of Qube.

Qube’s policy assumes the right of access to information to appropriate personnel. Qube’s storage and archive policy ensures that all auditable data and information is stored securely for a minimum period of six years.

1. Learner

- 1.1. Sensitive information arising from the initial assessment
- 1.2. Confidential information discussed at Information, Advise and Guidance (IAG) sessions
- 1.3. Assessment feedback (except for internal and external verifier)
- 1.4. All personal data supplied for the ILR registration document
- 1.5. Personal contact details supplied to our Learning Advisor for direct contact purposes
- 1.6. Vulnerable learner details will be held on the learner file at head office, contained in a sealed envelope with instructions regarding right of access

2. Employer

- 2.1. Data captured for the brokerage service
- 2.2. Confidential information relating business performance and structure
- 2.3. Staff details as required to meet eligibility requirements
- 2.4. Any other confidential information accessed as part of the assessment process

3. Consortia Partners

(The LSC will have access to all data and information relating to consortia partners)

- 3.1. Learner data
- 3.2. Employer details
- 3.3. Contract values and volumes
- 3.4. Confidential information relating to business performance and structure
- 3.5. Financial information; fees, banks details etc.

4. Associates

- 4.1. Financial information; fees, banks details etc.
- 4.2. Personal details
- 4.3. Performance reviews

5. Employees

- 5.1. Financial information; salary, banks details etc.
- 5.2. Personal details
- 5.3. Performance reviews
- 5.4. Disciplinary record
- 5.5. Health details

Qube’s commitment to the security and confidentiality of information covers:

- the feedback process; formal feedback is sought twice year via an anonymous questionnaire process; learners, employers and staff
- compliance with legislative and contractual requirements
- staff education and training
- business continuity management
- continuous review in line with the Quality Cycle

Associated Laws:

- Data Protection Act 1998
Data Controller name: Qube Qualifications & Development Ltd
Registration number: Z 7940438
- Freedom of Information Act 2005
Focus on the public sector

Associated Qube Policies:

- QP009 Data & Information Security Policy
- QP016 Business Continuity Policy

Signed:

Date: 21/07/08



Debbie Gardiner
Managing Director