



**FALKIRK
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Data Management Policy

Introduction

This policy sets out how Falkirk Foundation manages data for our SQA Centre. The information in this document is communicated to Staff through induction and training. Updates are communicated in writing and discussed in Standardisation meetings.

Candidates' personal information

A candidate's personal information is captured at point of induction in writing by the tutor including:

- Full name
- Date of birth
- Gender
- Home address
- Scottish Candidate Number (SCN)

Candidates are also informed at induction that if any of the personal details they have provided change during the course of study they are undertaking, they must advise their tutor who will pass on details to the Centre Co-ordinator.

Protecting candidate data

Falkirk Foundation is fully compliant with General Data Protection Regulations (GDPR) and candidates will be informed at induction. Candidate's personal data will be sent to SQA in order to enter them for an SQA qualification, certification and maintenance of their record of attainment. Candidates will sign to confirm at induction that they understand that their personal details will be shared and used for these purposes. Candidates will also be directed to the [SQA privacy statement](#) during induction. Candidates will be informed that their personal information will be stored on a secure server and this will be facilitated by the SQA Co-ordinator or nominated member of Falkirk Foundation staff.



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Managing, registrations, entries and results on SQA Connect

The Centre Co-ordinator or their nominated representative of Falkirk Foundation staff has responsibility of liaising with the tutor and checking Scottish Candidate Numbers (SCN) for each candidate. This will be completed as close to induction as possible and if a candidate does not have an SCN one will be created for them.

The unit and group award entries for each course and course dates are agreed through tender documentation or grant application prior to the course of study commencing with agreement of the SQA Co-ordinator. The SQA Co-ordinator or their nominated Falkirk Foundation staff member will have responsibility for entering the candidates for these Units/Awards and entering relevant dates.

Candidate results are recorded on SQA Connect by the Centre Co-ordinator or nominated Falkirk Foundation staff member. These are held electronically and the relevant staff member has access to action these once the Internal Verifier has authorized this either verbally or in writing.

Data cleansing

Data cleansing is the responsibility of the Centre Co-ordinator or nominated Falkirk Foundation staff member. They will have responsibility for cleansing information and communicating any changes to SQA. This will include withdrawing candidates or extending completion dates.

Keeping records

Our procedures for keeping records meet minimum SQA retention requirements and any specific funder requirements.

Retention of candidate evidence is set out in the [Evidence Requirements Table](#) on the SQA website. Candidate evidence is stored on a secure server. Once the appropriate time period has lapsed candidate evidence is permanently deleted.



Falkirk Foundation store these records following the completion of qualifications:

- A list of candidates registered for each qualification offered in the centre
- Details of candidate assessment including the name of the assessor, location, date and outcome
- Internal verification activity
- Final certifications/results

These records will be stored on a secure server for a period of five years (starting in 2021). The Centre Co-ordinator is responsible for deleting any records after the required time period.

Retention of evidence and records in cases of appeal or suspected malpractice are stored as outlined below as per SQA guidelines:

- Following an appeal against an internal assessment result, you must retain records, including all materials and candidate evidence, until the appeal has been resolved.
- Following an appeal to SQA against an internal assessment result in a regulated qualification, you must retain assessment and verification records, and all materials and candidate evidence, until the appeal is resolved and for six years thereafter.
- Following an investigation into suspected malpractice, you must retain all related records, documentation and evidence for three years for non-regulated qualifications and six years for regulated qualifications.
- Following an investigation involving a criminal prosecution or civil claim, you must retain all records, documentation and evidence for six years after the case and any appeal has been heard. Note: If there is any doubt about whether criminal or civil proceedings will take place, you must keep all records for the full six years.

The SQA Co-ordinator has responsibility for keeping these electronic files on a secure server and destroying/deleting evidence at the end of this period.

Version control	Version 2 – Merged two previous documents Data Cleansing and Data Management and updated according to SQA guidelines.	Author Dianne Dixon, Business Operations Manager October 2021	Approved by Derek Allison, CEO 8 November 2021	Next review November 2022 by Centre Co-ordinator
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