

DATA PROTECTION AND DOCUMENT CONTROL

1. Data Protection

- 1 Animal Therapy Solutions Limited is registered with the Information Commissioner's Office pursuant to the Data Protection Act
 - 1.1 Personal data collected about individual students includes: Name, date of birth, address, next of kin, email address, phone number, qualifications, insurer. This data is provided voluntarily by the students/applicants and is held to ensure smooth communication with the student during the duration of the course or, in the event of an accident, communication with next of kin.
 - 1.2 The data will be held for the duration of the course and is stored electronically on an external hard drive which is disconnected from the computer having access thereto unless a backup is being performed or access to the specific data is required. The system having access to the hard drive is protected by anti-malware and anti-virus software.
 - 1.3 Students will be asked to give specific permission for their personal data (name, address and email details) to be passed to Open Awards for the purposes of enrolment and administration during the course and to the Equine Sports Massage Association for the purposes of administering professional membership on successful conclusion of the training course.
 - 1.4 Students also give permission to utilize their data in accordance with the General Data Protection Regulations of 2018.

2. Document Control Procedure

2.1 Course and Teaching notes

- 2.1.1 Course and teaching notes prepared by Helen Tompkins or ATSL will be developed and annotated with the date of production to ensure the most current version is used
- 2.1.2 All external sources will where possible be referenced and updated as necessary
- 2.1.3 All course documentation will be updated as necessary
- 2.1.4 Teaching notes and presentations will where required be given to Open Awards for quality purposes
- 2.1.5 Students will not be permitted to disclose course notes to non-qualified persons in order to avoid inappropriate use of the techniques contained therein and to retain ATSL copyright.

2.2 Administrative documents

2.2.1 Administrative documents and records are kept as outlined in the Record Keeping and Administration Procedure

2.3 Dissemination of Information

2.3.1 No student information will be disseminated save as described in the Record Keeping and Administration Procedure.

2.4 Online ATSL Resources

2.4.1 ATSL YouTube resources will be password protected to ensure that techniques displayed therein are not accessed by non-student viewers in order to prevent inappropriate application of techniques (which may be dangerous)

3. Record Keeping and Administration Procedures

3.1 Record Keeping:

3.1.1 Document Storage

3.1.1.1 Hard copy documents (application forms and supporting information, signed codes of conduct etc) will be held by ATSL at the address shown in the Appendix to the Policy Documents

3.1.1.2 Digital Data will be held on a separate back up drive kept disconnected (save for when in use) from a Desktop PC which is protected by current anti-malware and anti-virus programmes.

3.1.1.3 At the completion of the course Students entitled and wishing to become members of the Equine Sports Massage Association will sign a Personal Detail Release form to enable ATSL to pass details to ESMA.

3.1.2 ATSL is registered with the Information Commissioner's Office (Registration Reference ZA114796) and all data will be retained as necessary in accordance with statutory obligations.

3.1.3 Written Assessments (Summative and Formative) will be held in individual student files at the above-mentioned address. Copies of work will only be disseminated between ATSL, visiting experts, examiners, Internal and External



Quality Assessors and Open Awards unless written authority is obtained from the student. Students' work will be retained for six years.

3.1.4 No student will be given sight of or access to any other student's work or personal data.

3.2 Administration

3.2.1 Administration for ATSL is carried out by Helen Tompkins at the address in the Policy Document Appendix.

3.2.2 Records are administered digitally on Excel spreadsheets and in hard copy where relevant. Records are stored as stated in 7.1.1 above.

3.2.3 Except where required by Open Awards, no records will be disseminated outwith ATSL.

3.2.4 A register of attendance will be kept for each day of teaching to satisfy Fire Safety records, for quality monitoring purposes and correlation with work standards.