

7. Record Keeping and Administration Procedures

7.1 Record Keeping:

7.1.1 Document Storage

- 7.1.1.1 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
 - 7.1.1.2 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.
 - 7.1.1.3 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.
- 7.1.2 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.
- 7.1.3 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 Verifiers and LANTRA unless written authority is obtained from the student. Students' work will be retained for six years.
- 7.1.4 No student will be given sight of or access to any other student's work or personal data.

7.2 Administration

- 7.2.1 Administration for ATSL is carried out by Helen Tompkins at the address in the Policy Document Appendix.
- 7.2.2 Records are administered digitally on Excel spreadsheets and in hard copy where relevant. Records are stored as stated in 7.1.1 above.
- 7.2.3 Except where required by LANTRA, no records will be disseminated outwith ATSL.
- 7.2.4 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.