Records Retention Policy

Purpose
To ensure that all records are stored securely, retained for the appropriate length of time, and disposed of in line with legal and regulatory requirements.

Scope
This policy applies to all Alpha Training staff handling paper or electronic records, including learner files, staff records, financial documents, and safeguarding information.

Responsibilities
- **Senior Management** – ensure retention schedules meet legal requirements.
- **Staff** – follow retention guidelines, store records securely, and dispose of them appropriately.
- **Data Protection Officer** – monitor compliance and provide advice on records management.

Procedures
1. Follow the Alpha Training Retention Schedule for each type of record.
2. Store paper records in secure, locked cabinets and electronic records in password-protected systems.
3. Dispose of records securely (e.g. shredding, secure deletion) after the retention period expires.
4. Archive records that must be retained long term in an approved secure storage location.
5. Maintain an inventory of archived records for easy retrieval.

Monitoring & Review
- Annual review of retention schedules.
- Spot checks to ensure secure storage and disposal.

Approved by: Michelle Howdle