

## **Training Records Policy Document**

The purpose of this policy is to set out the procedures for retention, storage and destruction of Training Records.

In developing these procedures the principle governing our storage of documents needs to conform to Data Protection Legislation, ensuring that documents are retained only for as long as necessary, and in appropriate conditions of confidentiality. They should then be destroyed in an appropriate manner.

### **Retention**

- Once a student has left the Re-Vision Training, their complete training file will be kept for a period of 3 years.
- After that time, the contents of the file will be destroyed, with the exception of the notes pertaining to the final assessment meeting, the student's final self and peer assessment, and the final supervisor's report. These will be retained for a further 3 years and then destroyed.
- If a student terminates their training before the final assessment at the end of stage 3, the full notes will be kept for 3 years. Then, only the notes from their last End of Year Assessment, together with their own most recent self and peer assessment, and, if relevant, most recent supervisors report, will be retained for a further 3 years and then destroyed.
- Notes relating to Transitions, Introductory Day or Personal Development participants will be retained for 3 years and then destroyed.
- Application forms from unsuccessful applicants, or from applicants who later withdrew their applications will be kept for 3 years and then destroyed.

### **Storage**

- All records will be stored in such a manner as to safeguard the confidentiality of the documents concerned – they will be kept in a filing cabinet in the locked office at Re-Vision, or in suitably secure archive facilities.
- Training and Administrative staff will only access student records for specific, agreed purposes, required for the fulfilment of their work, and will treat all information contained in them as confidential, and in accordance with the Re-Vision Code of Practice.

### **Destruction**

- Documents will be destroyed by shredding once they are no longer required, as set out in the notes above.
- They will be destroyed by the Training Director, or a member of staff designated by her/him, in accordance with the guidelines above, at the start of each academic year.

May 2008

Re-Vision

Centre for Integrative Psychosynthesis Psychotherapy

97 Brondesbury Road London NW6 6RY