

## The Institute of British Sign Language (IBSL)

### Data Protection and Retention Information Policy

IBSL takes all reasonably steps to ensure that personal information is treated securely and in accordance with our Privacy Policy and in compliance with the General Data Protection Regulation (GDPR).

All personal information provided is stored securely.

IBSL keeps personal information to ensure we can comply with any contractual, legal, audit and other regulatory requirements, or any orders from competent courts or authorities.

- Where there is an agreement or contract between us, we will retain your personal data for the duration of the contract, and for a period of up to six years following its termination or expiry, unless otherwise stated. This includes External Examiners, consultants and third-party contractors.
- Approved Centre data, including staffing information, will be retained during the lifetime of the approved centre; then archived for up to six years.
- Learner unique identifier information and results will be kept indefinitely for the purposes of ratifying results in the future and providing copy certificates where required.
- Assessment and examination papers will be kept for 1 year for the purpose of any investigations or appeals.
- Personal information held as part of complaints, enquiries about results, appeals, malpractice or maladministration investigations will be kept for 1 year from the date the item was closed.
- Application forms and interview notes at least 6 months from the date of the interview.