

Retention of Information Policy

Common data requirements

Signature will collect and store such data as is required by the regulatory authorities, or for legitimate use as an awarding body, for any of the following purposes:

- Planning, development, quality assurance and auditing.
- Monitoring the number of individuals participating in, completing and achieving, Signature qualifications.
- Contributing to the national picture in terms of raising skill levels, meeting national learning targets, and meeting demand in the workplace.
- Responding to the needs of our customers.

Signature will provide guidance to ensure that approved assessment centres collect and store appropriate data, and provide it to Signature and the regulatory authorities on request.