

## **Policy for ensuring the privacy and security of learner records.**

At Berkshire AHEC it is of utmost importance to us that consumer information is safe and secure. We are committed to maintain and use consumer information responsibly.

All electronic records are secured through restricted password access and are firewall secure to prevent internal and external theft of such data. Paper records are maintained in locked and restricted access areas. All learner records are kept on file for at least seven years and requests for a copy of these records must be made in writing by the learner with a license number included in the signed request to verify the learner's identity.