

The JGA Group

Information Security Briefing

For employers and learners

Access to electronic portfolios

Access to any learner's electronic portfolio (e-portfolio) is restricted to the learner, line manager and authorised programme staff (e.g. system/course administrators, tutors, assessors and internal verifiers). Only previously approved external officials such as the awarding body external verifier, Ofsted inspectors and funding body contract managers/auditors will also have access, but this must be under supervision of an authorised staff member. Authorisation for access by external parties (eg. Ofsted) can only be granted by the Managing Director, Operations Director or Quality Director.

Clear desk policy and screen

Team members are required to ensure that no one is able to access their workstation when they are not in attendance. Printing information/paperwork is discouraged, and use of removable data storage is not allowed except on very rare occasions with express permission.

External information security

JGA asks our team members to ensure that all information gathered in the normal course of business including third party information is kept confidential at all times and is not shared with any other person unless where previously agreed with the third party.

Any team member found disclosing sensitive or personal information will be subject to disciplinary action.

Whistleblowing

Team members are encouraged to whistle blow on any concern that a colleague is misusing data.

Operations Director
February 2023 v1