

- Please provide information on who has access to the assessment documentation and the physical location of the locked room/ cabinet

The physical location of the locked room is in a side room within our EDAS Learning Centre at EDAS, 54a Ashley Road, Parkstone Poole BH14 9BN. The Learning Centre building is locked at all times with a phone entry system only for learners and EDAS staff who are not part of the EDAS Training Dept or Management team who have access keys to the main building.

The room where the assessments and key learner documentation are kept is a small internal room within the centre, upstairs adjacent to the Training Office. This room, as are all the internal rooms within the learning centre is only accessed with a keypad code which is known only to the Training Team and EDAS Managers.

Within this room is a locked filing cabinet where assessment data is stored. The only keyholders to this cabinet are the EDAS CEO and Michele Lyall as EDAS Deputy CEO.

Any electronic assessment documentation is stored on our internal Training NAS IT system which is password protected and it is the CEO and the Deputy CEO, who have the password for this electronic folder.