

RECORDING POLICY

(POL080)

2023/24



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RECORDING POLICY

Purpose of the Policy

This policy has been developed to ensure that:

- Recordings are comprehensive and consistent and enhance the learner experience. Baltic Apprenticeships recognises the benefits to learners of the ability to revisit all or part of a training session, workshop, support session or progress review particularly for those with learning difficulties or those whose first language is not English.
- Baltic practices are compliant with Data Protection legislation and contractual obligations.
- Recordings are available for Quality, Compliance audit and training purposes.

Essential purpose

The essential purpose of this policy is to allow our apprenticeship learners to review recordings of training, workshops, support sessions and progress reviews. The policy also permits the use of recordings to support the continuous professional development of Baltic Apprenticeship staff.

The policy intends for the classroom to be a safe place for the discussion of ideas. Baltic Apprenticeship's takes the unauthorised sharing of recordings by learners or staff very seriously.

Scope of the policy

This policy applies to Operations programme delivery. It does not apply to calls and meetings hosted by the Safeguarding Team.

What is recorded:

- Classroom training (Onboarding, Kickstart, technical courses, workshops)
- One to One Support Sessions
- Tripartite Progress Review (Employer, Learner, Coach)



Use of and sharing of recordings

Baltic Apprenticeships will provide classroom recordings to all learners within a group learning cohort. Recordings are not a replacement for attendance at classroom training.

A Learner may only use the recording for the purpose of their own personal study

A coach may use recordings of their delivery within their own performance review.

A Manager may also use recordings to ascertain performance review information.

The Quality Team will use recordings to carry out Observations of Teaching & Learning and Progress Review Quality checks.

The Audit Team will use recordings to provide additional evidence during an Education, Skills and Funding Agency Audit.

Baltic Apprenticeships will use recordings to provide evidence during an Ofsted Inspection.

Legal and compliance requirements

Equality Act 2010

Recordings represent a reasonable adjustment for learners with a learning difficulty, disability or medical condition.

Data Protection Act 2018

The Privacy Policy and Notice reference recordings and data subjects rights.

Informing learners and employers of recordings

In addition to the privacy policy and notice, all sessions commence with a reminder to all attendees that the session is being recorded.

Links to other policies / procedures

Retention and deletion procedure

Privacy Policy and Privacy Notice

Data Protection Policy



Recording Platform Storage and Retention

Operations Progress Reviews and Learner Support – Microsoft Teams – OneDrive – 6 years

Operations Training/Workshops – Adobe Connect – After all cohort completion/achievement

Learners should delete recordings once its purpose has been met.

Breach of this policy

Any suspected breach of this policy must be reported to dataprotection@balticapprenticeships.com

Monitoring

This policy will be monitored by Data Protection audit procedure.

Policy review.

This policy will be reviewed annually or when changes are required.

- PROMOTING EQUALITY AND DIVERSITY -