

## **PASSPORT RETENTION POLICY**

Issue Date: 05.04.2019

### **PURPOSE**

On government funded programmes, ELATT carries responsibilities related to the correct use of public money, and the audit requirements that correspond to these responsibilities.

Likewise, in the collection and retention of data related to these responsibilities, ELATT has a duty to maintain data confidentiality and protection for the individual concerned.

In this regard, its policy related to the viewing, recording and copying of passports is detailed below.

### **UK AND EU PASSPORTS**

It is our policy that we will not make photocopies of UK or EU passports.

In accordance with our core funders' guidance, in all cases where eligibility to a funded programme is dependent on the learner being eligible to recourse public funds we will:

- Record the individual's Passport Number during the Enrolment process
- The validity of this number will be certified through declaration by the employee concerned

Retention of this passport number in all cases will be subject to the requirements of the Data Protection Policy and the Documentation Retention Policy.

### **THIRD COUNTRY NATIONAL PASSPORTS**

In accordance with our core funders' guidance, for Third Country Nationals – sometimes referred to as International students or non-UK/EU students), we will:

- Take and keep on record a photocopy of the relevant visa, where the visa carries sufficient evidence of eligibility for funded programmes according to audit requirements, and;
- Record the passport number related to the individual's Visa, complete with Employee Declaration as in the case of UK/EU passports

Retention of this visa and passport information in all cases will be subject to the requirements of the Data Protection Policy and the Documentation Retention Policy.

This policy is non-contractual and may change from time to time.