



MARINE SOCIETY COLLEGE MANAGEMENT INFORMATION SYSTEMS (MIS) POLICY

2018 - 2019

Management Information Systems (MIS) Policy 2018 - 2019

Introduction

1. A Management Information System (MIS) allows for the strategic management of data held for the Marine Society College. MIS provides the opportunity to store and analyse data within agreed procedures and processes.

Leadership and Monitoring

2. The Director of Learning (DoL) is responsible for the development of the MIS policy directly in relation to Marine Society College. The Director of Finance, IT & Trading has overall responsibility for overseeing all other MSSC IT policies.

The Head of Seafarer Education is responsible for day-to-day data management and maintenance.

Learner Information

3. Learner information is kept both electronically and in paper-based files.
4. Paper based files are kept locked securely. Electronic data for all Level 2 and Level 3 students are stored in *Integra* – an electronic database catering to the needs of the Marine Society College. Data storage complies with all appropriate regulations.
5. Only the DoL, the Head of Seafarer Education and MSC Administration staff have access to the above data.

Reporting

6. Reports are produced for data analysis and updating SMT and relevant stakeholders.
7. Reports are produced quarterly for Trustee meetings; for the Education and Skills Funding Agency (EFSA) and for Ofsted as required.
8. Retention and achievement of students is monitored on a regular basis and reports are produced to reflect this data.

Information exchange (data protection)

9. Learner data held on *Integra NG* is shared with awarding bodies, the ESFA and Ofsted as necessary. Information is not shared with other organisations unless MSC holds express permission from the learners so to do.

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