



MARINE SOCIETY COLLEGE MANAGEMENT INFORMATION SYSTEMS (MIS) POLICY

2023 - 2024

Introduction

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

Leadership and Monitoring

- The Director of Maritime Training and Development is responsible for the development of the MIS policy directly in relation to Marine Society College. The Director of Finance and Digital has overall responsibility for overseeing all other MSSC IT policies.
- The Head of Seafarer Learning and Welfare is responsible for day-to-day data management and maintenance.

Learner Information

- Learner information is kept both electronically and in paper-based files.
- Paper based files are kept locked securely. Electronic data for all Learners and financial assistance recipients are stored in Microsoft and Google software programmes. Data storage complies with all appropriate regulations.
- Only Marine Society staff have access to the above data.

Reporting

- Reports are produced for a range of reasons and for different audiences.
- Reports are produced quarterly for Trustee meetings; for the Education and Skills Funding Agency (ESFA) and for Ofsted as required.
- Retention and achievement of students is monitored on a regular basis and reports are produced to reflect this data.

Information exchange (data protection)

- Learner data held is shared with partner providers, awarding bodies, the ESFA and Ofsted as necessary. Information is not shared with other organisations unless MSC holds express permission from the learner/apprentice so to do.

Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.

2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

Year	Version	Updated on	Updated by	Review date
2023-24	1	31 August 2023	Head of Seafarer Learning and Welfare	31 August 2024