

Policy 8: Information and Data Management

The aim of the Information and Data Management policy is to outline Midas Group's approach to and expectations for information and data flow through the system and work processes within MIDAS Group. MIDAS Group is committed to maintaining the highest standards for their learners and all stakeholders in accordance with legislative guidelines.

This policy is intended to ensure that data and Information provided is complete and correct to enable informed decision making and that security of data is of the utmost importance.

It outlines the data management framework that covers the roles, responsibilities and accountability for data collection, storage, security, maintenance, dissemination and data quality and it indicates the type of information needed to be used as key performance indicators for monitoring and planning purposes.

Areas informed by our data and information management policy includes.

- Learner information including learner records, results, progression, statistical information.
- Programme information including retention rates, pass rates, awards conferred, evaluation of programmes, monitoring reports.
- Management information such as monitoring of the quality of GDPR Compliance, records maintenance, security and retention, planning, quality, finance, HR, Tenders.

The outcome for this robust system includes the following objectives.

1. To ensure that we have adequate resources available to our learners.
2. To ensure that information systems are sufficient to enable evidence-based decision making.
3. To enhance understanding of information systems processes and outcomes across MIDAS Group.
4. To provide information that will enable MIDAS Group to make decisions about how to improve or develop information systems.
5. To ensure that learner's information is held in accordance with GDPR rules.