



**BBE**  
TRAINING



A CITRUS GROUP  
COMPANY

# Assessment Retention Statement

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BBE Training will ensure that all learners work, assessment and IQA reports are retained on file for a minimum of three years. Records are kept and maintained in accordance with the General Data Protection Regulation (GDPR) 2018 and the BBE Data Protection Policy.

These records may be in the form of electronic documents and paper-based files.

Any breach of confidentiality must be reported to the CMI immediately on the discovery of the breach.

BBE Training will ensure the CMI has full access to inspect and audit all learner's details and work.



Last review: June 2023

Next review: June 2024

