

## **ENERGY SECTOR EDUCATION TRAINING AUTHORITY**

### **CONTROL MECHANISMS** **FOR THE MOVEMENT OF FILES**

## **POLICY**

The ETQA will control the movement of files that contain sensitive provider and learner information, as well as documents and files that contain ESETA confidential information.

## **PROCEDURE FOR PROVIDER AND LEARNER FILES**

- All documents and correspondence relating to providers and learners will be stored in files in a document safe.
- These files will be indexed and an index of files placed on the door of the document safe.
- Files and documents may be drawn from the document safe for internal use by the ETQA Officer or ETQA Manager.
- No file or document may be issued to any non-employee of ESETA without a receipt being issued (Refer to Annexure A). Non-employees include chamber members, board members or members of the executive, excluding the ESETA CEO.
- All receipts will be filed in a central file kept by the ETQA Officer or ETQA Manager.

## **ESETA CONFIDENTIAL INFORMATION**

- All confidential information such as correspondence, audit reports and staff files will be stored in a locked room controlled by the ETQA Manager.
- No file or document may be issued to any non-employee of ESETA without a receipt being issued (Refer to Annexure A). Non-employees include chamber

