

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

