| Procedure code and title: | 3.4.3 Information Systems |
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| Policy area: | 3.4 Information Management and Data Systems |
| Version Number: | 1 |
| Reviewed by: | Quality Assurance Sub-Group |
| Date approved by Quality Council: | 27th June 2023 |
| Date of Implementation: | 1st January 2024 |
| Review Date: | |

## Purpose

The purpose of this procedure is to detail how KWETB protects its data and the users of data in order to minimise the potential exposure level of learner and learner practitioner's data.

## Scope

This procedure applies to all FET Provision and FET Provision-Second Providers. There is an integrated single policy, with integrated procedures for FET Provision and FET Provision-Second Providers.

## Information Systems with KWETB

The collection of data for the various programmes in FET are collected through the following information systems:

- Programme and Learner Support System (PLSS) is KWETBs main information and data management system designed to manage course scheduling through the National Course Calendar (NCC), learner applications and data, funding applications, evaluation and reporting. Courses scheduled on the NCC can be access through https://www.fetchcourses.ie/

- AppsClientServices (T)
- TACS (Training Apprentice Clocking System) (T)
- CoreHR
- MIT

- Quality Business Systems (QBS)
- Results Capture and Certification System (RCCRS)
- Funding Allocation Request and Reporting System (FARR)
- QQI Infographics
- Centre Records
- Department Records
- Adult Guidance System (Salespulse)
- VSWare
- Office365

KWETB use a range of document repository systems to store information.

A dedicated Teams in Office365 is dedicated to Quality Assurance and has team folders for Quality Council, Quality Assurance Subgroup, Programme Governance Subgroup and Quality Team where staff can work collaboratively.

A dedicated QA Sharepoint hosts all Quality Assurance documentation in relation to QA news and communications, listings of validated programmes, policies and assessment. All Co-ordinators have access to the Sharepoint site.

The ezine is shared with all stakeholders and acts as a channel for enhancing communications on QA.

KWETB has a dedicated website which provides current information on all KWETB services.

## Procedure – 3.4.3 Information Systems

| 1 | The relevant person(s) responsible should ensure that all KWETB staff are given online training in relation to GDPR. |
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| 2 | The Co-ordinator should ensure that access and permissions to Information Systems is formally applied for. |
| 3 | The relevant person(s) responsible should ensure that there is a formal induction to relevant information systems for new users and that this is recorded at centre level. |
| 4 | Line Managers should agree levels of access regarding users. |
| 5 | New users of information system should sign confidential contract. |
| 6 | The relevant person(s) responsible should ensure that all staff are aware of confidentiality in relation to document/information storage and that information cannot be discussed or transferred without prior approval. |
| 7 | If users require any updates to access or permissions, they should follow the above process. |
| 8 | The relevant person(s) responsible should ensure that any staff members who are no longer working for KWETB or have changed roles and no longer need the |

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| | required access to information systems should be removed from these systems. This should be done periodically. |
| 9 | All staff should ensure that they do not share login credentials to any of the information services. |
| 10 | If a breach occurs, it should be reported to the relevant Data Protection Officer. |

## Links to other Policies and Procedures

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| 2.1.5 | Information to Staff |
| 3.4.4 | GDPR |
| 3.4.6 | Data Security |