



## Graspp Fitness Confirming the Identity of all Learners Procedure

### Policy

The Centre takes the identity of learners and their progress through their chosen Graspp Fitness programme seriously. Therefore, in line with Active IQ requirements we are required to confirm the identity of all our learners.

When learners enroll on a Graspp Fitness course they will be required to complete an enrolment form. We may request the following information:

- your full name, date of birth, and gender
- your contact information including postal address and email address
- additional information you may provide to us describing your levels of fitness, skills, interests, and aspirations

They will also then be required to upload a form of photographic identification, which should correlate with the personal details provided. Prior to attending any assessment day, the learner would then have to bring with them the same form of photographic identification with them in order to confirm their identity.

Acceptable forms of I.D. include; Passport or Driving License. Other forms may be accepted but this would be considered on a case by case basis and subject to extreme scrutiny, with the final decision being 100% at Graspp Fitness discretion.

All personal data will then be stored safely on a password protected computer system. All paper records in a locked cabinet in accordance with the Data Protection Act 1998

Thank you for your contribution and commitment to making our procedure work.