**Recording and Audit of Awards**

11. Applications are retained in HQ INT CORPS under appropriately secure conditions and in full compliance with the terms of the Data Protection Act. In addition, a database of applicants and the outcome of applications is maintained on the HQ INT CORPS MOSS site on MODNet by HR Clerical Support. All records are made available to City & Guilds assessors on request but are not shared with any other organisation or individual.

12. Any questions about policy or applications should be sent to HQ Int Corps SO2 Pers.