



# **SOUTH AFRICAN PROFESSIONAL FIREARM TRAINERS COUNCIL**

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**PO Box 1109, PAARDEKRAAL, 1752  
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## **NEWSLETTER No 108 OF 2019 LMS LOGIN SECURITY**

For Attention All Responsible Persons,

It has come to our attention that the login details for the PFTC Learner Management System (LMS) are not being treated with the confidentiality it requires.

You are responsible for the safeguarding and integrity of these passwords and how they are used to upload learner information for your training centre. Please be very careful when providing these passwords to any staff or data capturers as you remain liable and will be required to attend an Enquiries Meeting and/or Disciplinary Hearing. If you have any security concerns relating to a password or an individual has resigned please urgently notify the PFTC ETQA Department so we can cancel the password in question and issue a new one. (for example when a staff member leaves or is dismissed and you have concerns that they may still have access to or remember the password).

As the responsible person you are required to notify the PFTC of any change in circumstances at the training centre especially if that change relates to you leaving the company or being replaced as the responsible person so that we may change passwords for your protection.

If you have any queries in this regard please contact the PFTC Offices.

Kind regards,



**Louis van Zyl**

HOD: Quality Assurance

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