


EDUCATIONWISE ACADEMY

Data Protection Policy

Data Protection Policy	
Version No	4
Operational from	1 September 2023
Policy prepared by	SLT
Policy Approved by	CEO – Gavin Deane - 
Complaints Lead	Gavin Deane – gdeane@education-wise.org - 0117 379 0450
Review date	1 st September 2024

This policy will be reviewed annually and updated accordingly by The Senior Management Team for approval by the governance board. The CEO will hold overall responsibility and ownership for this policy.

1. Policy purpose

This document will set out Educationwise Academy's duties in relation to Data Protection as it carries out its duties to deliver as an education and training provider.

Educationwise Academy is registered with the Information Commissioner's Office, registration number: ZB151090.

2. Responsibilities

The Responsible Officer for this policy is the CEO, and they have responsibility for implementing and carrying out the requirements of this policy.

3. Learner (Apprentice) Data

Educationwise Academy collects, stores and processes personal data about learners for the purpose of administering and managing apprenticeships. Educationwise Academy will continue to hold data electronically for a period of 6 years after a learner has completed EPA, in line with ESFA guidelines. Our lawful basis for processing this information is legitimate interest for the purpose of administering and managing apprenticeships. Any paper copies will be electronically scanned before being securely destroyed within one month of receipt.

This data may include the following special category data:

- Ethnic origin
- Data concerning health, where a learner or Centre chooses to declare a learning difficulty, disability or health problem in relation to a reasonable adjustment request.

Educationwise Academy will collect and store the following information in order to carry out apprenticeship delivery and their end point assessment:

<p>Training Provider details:</p> <ul style="list-style-type: none">• Training provider name• Assessor/tutor name• Assessor/tutor email• Assessor/tutor telephone	<p>Employer details:</p> <ul style="list-style-type: none">• Employer name• Employer address• Line manager name• Line manager job title• Line manager email• Line manager telephone
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<p>Apprentice details:</p> <ul style="list-style-type: none"> • Forename • Surname • Date of birth • Gender • Email • Telephone • ULN (unique learner number, from ESFA) • Disabilities • Reasonable adjustment requests • Apprenticeship standard • Start date • Gateway date • Expected end date • Funding type 	<p>EPA activity details:</p> <ul style="list-style-type: none"> • Scheduled dates • Storing of information/assessment materials submitted • Recording of results • Any IV/EV activity
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Educationwise Academy may also request other data as necessary to enable it to carry out activity and record results in line with ESFA requirements.

The information detailed above may be disclosed to the Office of Qualifications and Examination Regulations (Ofqual), Ofsted, Education & Skills Funding Agency (ESFA), DFE, Institute for Apprenticeships and Technical Education (IfATE) and other relevant organisations where necessary for the fulfilment of obligations.

4. Learner Assessment Materials

Learners' work, projects and other assessment materials, which have been submitted to Educationwise Academy, will be kept electronically after a learner has finished EPA for a period of 6 years, in line with ESFA guidelines.

Any paper materials, such as attendance registers, will be electronically scanned before being securely destroyed within one month of receipt.

5. Centre Information

Centre information (including training provider and employer information), such as signed contracts and invigilator/Responsible Person declarations, will be kept as electronic copies for the period that a Centre is approved, and then archived and stored for a further six years. Paper copies will be electronically scanned before being securely destroyed within one month of receipt. Our lawful basis for processing this information is legitimate interest for the purpose of administrating and managing apprenticeship end point assessment.

This information may be disclosed to the Office of Qualifications and Examination Regulations (Ofqual), Education & Skills Funding Agency (ESFA), Ofsted, DFE, Institute for Apprenticeships and Technical Education (IfATE) and other relevant organisations where necessary for the fulfilment of obligations.

6. Employees and Contractors

For employee applications (including contractors, assessors, IQA staff, invigilators and external quality assurers), information is collected and used by Educationwise Academy to create a computer record of the application and to enable the application to be processed and the role to be performed. The information is kept securely and will be kept no longer than necessary.

7. Marketing Data

Personal data including names, email addresses, employer and telephone number is held by Educationwise Academy for marketing purposes, including for electronic newsletters and sharing information related to our services.

Our lawful basis for processing this information is consent.

All marketing contacts are asked to positively opt-in and may withdraw their consent at any time without detriment. Educationwise Academy will keep records of when and how we received consent.

8. Data Security

Educationwise Academy data is held securely electronically and access is only given to those Educationwise Academy staff with a business need to use the data to fulfil their role. When data is no longer required and there is no legal or regulatory requirement for it to be kept, it will be securely deleted or destroyed, as appropriate.

10. Confidentiality

Educationwise Academy employees and contractors must maintain confidentiality at all times, and this forms part of their contract of employment or contractor agreement (as relevant). A breach of confidentiality is considered to be gross misconduct.

Employees and contractors working for Educationwise Academy and its Centres may have access to confidential information. This type of information should not be disclosed to any person outside of the normal working environment, particularly non-employees. If there is a need to disclose/share confidential information in pursuit of working duties, permission will be granted to do this by the Responsible Officer, and this will be done so within legal and regulatory requirements.

11. Withdrawal of Consent

Where consent to hold someone's personal data for marketing purposes is withdrawn, the Responsible Officer is responsible for ensuring that all personal data held for that person is deleted from all Educationwise Academy systems. This will be completed within 15 working days of receipt of the request.

12. Accuracy of Data – Right to Rectification

Educationwise Academy takes all reasonable steps to ensure accuracy of personal information held. Where this is not the case, requests to update personal data must be made in writing to info@education-wise.org. Educationwise Academy will acknowledge receipt of the request within five working days and aims to confirm that the data is accurate and to rectify the data if necessary, within 28 days.

13. Request of access to data held by Educationwise Academy

Requests must be made in writing to info@education-wise.org. Educationwise Academy will acknowledge receipt of the request within five working days and aims to complete the request within 28 days.

14. Maintaining Confidentiality of Assessment Materials

Where confidentiality in the contents of assessment materials or information about the assessment is required in order to ensure that a qualification reflects an accurate measure of attainment, Educationwise Academy will:

- a) Take all reasonable steps to ensure that such confidentiality is maintained.
- b) Not provide or endorse communications to Centres or apprentices that gives any insight, advantage or disadvantage in relation to qualifications.
- c) Not release any confidential materials related to the content of qualifications and assessments, including question banks or mock tests, other than those approved for release as preparation materials and guides.
- d) Ensure that all preparation materials and guides are reasonably available to all Centres and apprentices equally.
- e) Take all reasonable steps to ensure that any person connected or previously connected to it also follows this policy.

Educationwise Academy will take all reasonable steps to ensure that no person connected to it, or previously connected to it, offers to disclose information about any assessment or the content of any assessment materials where that information is (or is said or implied to be) confidential.

Where any breach of such confidentiality (including through the loss or theft of confidential assessment materials) is either suspected by Educationwise Academy or alleged by any other person and where there are reasonable grounds for that suspicion or allegation, Educationwise Academy will:

- f) Investigate that breach.
- g) Ensure that such an investigation is carried out rigorously, effectively, and by persons of appropriate competence who have no personal interest in its outcome.
- h) So far as possible, establish whether or not a breach of such confidentiality has occurred.
- i) Take appropriate measures based on the outcome of the investigation, which will include notifying the ICO of any reportable breaches.

15. Making a complaint

If you believe that Educationwise Academy has not complied with your data protection rights, please follow our Complaints Policy, available at [Policies - Educationwise Academy \(educationwisegroup.co.uk\)](https://www.educationwisegroup.co.uk/policies-educationwise-academy)

You also have the right to make a complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk/global/contact-us/

Telephone: 0303 123 1113