



General Data Protection Regulation (GDPR)

Document Control

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Author: Quality Assurance Team

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Change History

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0.1	01 st May 2019	First draft	
1.0	11 th September 2020	Company Review	Quality Assurance Team
1.1	3 rd September 2021	Company Review	Quality Assurance Team
1.2	09 th April 2022	Company Review	Quality Assurance Team
1.3	11 th April 2023	Company Review	Quality Assurance Team
1.4	15 th January 2024	Company Review	Quality Assurance Team

Change Mechanism

Any person seeking to alter this document must consult the author before making any change.

Education Careers Ltd Change Authority must endorse any alterations to the approved version of this document before any wider dissemination of the altered document.

The person making the alteration must indicate every change between the previous (approved) document version and the altered document version.

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Education Careers Ltd is registered under the Data Protection Act and we work in accordance with the guidelines as detailed in the Data Protection Act 1998. We are an ICO registered Company.

All information that is held in the offices of Education Careers Ltd is subject to confidentiality and no details of any person or company will be passed onto or exchanged with anyone outside of the organisation except the awarding body in relation to NVQ registration.

All central candidate records will be kept in secure conditions (inside a locked filing cabinet) and the only persons with access to this central file will be the Director's of Education Careers Ltd and the appropriate Internal Verifier and nominated Assessor and the External Verifier from the awarding body.

Computer access to Education Careers Ltd records stored upon the computers is restricted to the Director's, lead verifier and centre administration manager. The computers access is pass word protected.

This policy has been written in requirement of the registration requirements of registration with the Information Commissioner, Data Protection Registration Dept., Wilmslow, Cheshire.