

Privacy notice (fair processing)

ASDAN is registered under the Data Protection Act 1998 and is committed to maintaining the highest standards when handling personal information. Centres are required to have their own privacy (fair processing) notice and to ensure that all learners are aware of how and when their data may be used by others.

1. ASDAN holds candidate registration and achievement data for the purposes of administering, verifying and awarding qualifications.
2. At no time will any personal data held by ASDAN be passed to organisations for marketing or sales purposes.
3. ASDAN will pass candidate achievement data to the organisations listed below in line with timescales specified and agreed in individual agreements with each organisation. Once this information is shared with these organisations ASDAN is no longer the data controller but does remain the authoritative source of the achievements.

3.1 The Skills Funding Agency (SFA)

The SFA is an agency for the Department for Business, Innovation and Skills. It is the agency's role to deliver the government's skill priorities. Learner information supplied to them by providers (centres) will be used by the Chief Executive of Skills Funding to issue a Unique Learner Number (ULN) and to create a Personal Learning record (PLR). The PLR is a central record of qualification achievement which learners can share with education providers and employers if they choose to do so.

Privacy Notice for Students and Learners

ASDAN will submit learner achievement data to the PLR when the learner achievement has been verified and where a ULN has been provided by the centre. The PLR is managed by the [Learner Records Service](#) (LRS).

Further details of how this information is processed and shared can be found at <https://www.gov.uk/government/publications/lrs-privacy-notice>

3.2 The Department for Education (DfE)

The DfE uses registration and achievement data for research and statistical purposes to inform and improve educational policy.

ASDAN submits achievement data annually to government departments or agencies acting on their behalf to support Schools Performance Tables.

If you wish to know more about the data held please contact the DfE's Data Protection Officer at DCFS, Caxton House, Tothill Street, London SW1H 9NA

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or visit <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

3.3 UCAS

UCAS is the organisation responsible for managing applications to higher education course in the UK. ASDAN qualifications that have UCAS tariff points mean they are recognised as contributing to entry to university.

ASDAN reports achievement of these qualifications annually to UCAS directly. If you wish to learn more about how this data is stored and protected please view the UCAS [privacy policy](#).

3.4 Regulators

The Regulators process personal data that has been provided by ASDAN for the specific purpose of meeting their regulatory objectives. ASDAN provides qualification award data which may be used for research and statistical purposes to enable the Regulators to fulfil their regulatory duties.

If you wish to learn more about the data collected by the Regulators in England, Wales, Northern Ireland or Scotland please contact:

- Ofqual's Protection Officer at: Ofqual, Spring Place, Coventry Business Park, Herald Avenue, Coventry, CV5 6UB. Phone: 0300 303 3344

Or

- Qualifications Wales Data Protection Officer at: Q2 Building, Pencam Lane, Imperial Park, Coedkernew, Newport, NP10 8AR
Email: enquiries@qualificationswales.org

Or

- CCEA, Data Protection Officer at: Clarendon Dock, 29 Clarendon Road, Belfast BT1 3BG Phone: (028) 9026 1200. Email: info@ccea.org.uk or through CCEA's website www.ccea.org.uk

Or

- Education Scotland Data Protection Officer at: Denholm House Almondvale Business Park Almondvale Way Livingston EH54 6GA
Phone: +44 (0)131 244 4330 Email: emailenquiries@educationscotland.gov.uk

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4. If you wish to know more about the personal data held by ASDAN, please contact the IT Manager at Wainbrook House, Hudds Vale Road, St George, Bristol, BS5 7HY or email info@asdan.org.uk

5. This privacy notice is reviewed on an annual basis.