

DATA PROTECTION POLICY FOR SVQ CANDIDATES

In accordance with the Scottish Qualifications Authority, ARC Scotland will follow the principles and guidance on Data Exchange as specified within the information provided by SQA (Guide to Data Exchange & SQA Co-ordinators Guide). All candidate data will be submitted to SQA electronically. ARC Scotland will compile data for submission using SQA Connect — Candidate Services. This will ensure all information submitted accurately reflects the current status of a candidate undertaking an SVQ award.

Data Protection

ARC Scotland is committed to adopting best practice in protecting personal information of all candidates undertaking an SVQ award through the Assessment Centre.

This policy sets out the organisations approach to comply with the legal requirements and maintain the confidence of those individuals who trust the organisation with their personal information. All candidates at point of induction will sign an agreement to their understanding of how information will be used.

ARC Scotland has a responsibility under the Data Protection Act (2018) to protect information about activities undertaken by and for SVQ candidates.

The Data Protection Act regulates how personal information is used and protected from misuse.

In accordance with the General Data Protection Regulation ARC Scotland will ensure that all candidate personal information is:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary to fulfil the purposes for which it is processed
- Accurate and, where necessary, kept up to date
- Kept for no longer than necessary for the purposes for which it is processed
- Processed in a way that ensures it is appropriately secure.

Personal Information

Personal information will be obtained from candidates on completion of an ARC Scotland SVQ Application Form. This personal information will be used to enrol the candidate on the relevant approved award through SQA Connect. This will be undertaken by the Assessment Centre Administrator following induction and will include the following personal information from the candidate's application form:

- Full name
- Date of Birth
- Gender
- Home address
- Scottish Candidate Number (if known by the candidate)

The application form and information on personal details of the candidate will be retained within a locked filing cabinet at the assessment centre. The appointed assessor to the candidate will have access to this information to enable contact for assessment and planned meetings.

You have a right to access the records we hold about you.

We therefore need to have your consent to share **relevant** information **appropriately**.

In addition to the above information ARC (Association for Real Change) has a Privacy Notice that can be viewed on the following URL link:

<https://arcscotland.org.uk/arc-scotland-privacy-policy/>

Similarly SQA have a Privacy Statement on information collected that can be viewed on the following URL link:

<https://www.sqa.org.uk/sqa/45397.html>

Candidate's embarking on an award using the ePortfolio system provided by ProofPositive have the same legislative protection on information collected. ProofPositive and GDPR Compliance can be viewed on the following URL Link:

https://proofpositive.mediacorp.co.uk/pp_and_gdpr.pdf

