

Centre Approval and Data Protection

Please read this document carefully before signing your centre approval application

As part of your centre approval with EDI you may be required to provide us with 'personal data', this may be in relation to:

- Candidates for EDI qualifications
- Staff members and other employees (including IVs, Assessors and trainers)

'Personal data' as defined by the Data Protection Act 1998 means any information which may identify a living individual. The person that this information relates to is known as the 'data subject'. At times you may also be required to supply EDI with 'sensitive personal data'. In relation to EDI and as defined by the act, this may mean data relating to the racial or ethnic origin of a data subject and their physical/mental health or condition. Instances when this sort of information may be required are:

- at the point of candidate registration
- a request for particular assessment requirements (PAR)

Data Protection notices

Centres are required under the terms of their registration under the Data Protection Act, to ensure that data subjects are aware of what will be done with the personal data that they supply. This can be done through a privacy notice, please see relevant guidance available on the Information Commissioners website. The Data Protection Act further stipulates that centres must obtain the explicit consent of a data subject if personal sensitive data is to be collected.

EDI may require that a centre shows the information supplied to data subjects regarding the use of their data and any relevant privacy notices. Failure to have this information available to EDI may result in suspension of EDI approval. EDI also requires that centres stipulate in their privacy notices that EDI may process personal and sensitive data to enable us to:

- fulfil our obligations under the terms of a centre's approval
- provide centres with up to date information on EDI qualifications
- approve centre staff for qualifications
- provide personal and sensitive data to regulatory authorities as required in the terms of our registration under the Data Protection Act
- process requests for Particular Assessment Requirements (PAR)
- contact candidates directly as may be required during a Quality Auditor visit to ensure compliance with the relevant regulatory codes of practice

Ongoing obligations to EDI under the terms of centre approval

The Data Protection Act requires EDI and centres to ensure that the information they hold on data subjects is accurate and up to date. Centres should therefore ensure that their records are kept up to date and inform EDI if:

- there are any changes, amendments or corrections to a data subject's details
- a data subject's details have been deleted or archived
- a data subject has refused the processing of their details

Centres should be aware that they will be responsible to EDI for any loss suffered by EDI because of their failure to comply with the Data Protection Act or any or the requirements outlined above.