



CIPD Fair Processing Policy

1. Introduction

As a recognised Awarding Organisation, CIPD is subject to Ofqual¹, Qualifications Wales and CCEA's² General Conditions of Recognition (GCR)³.

Condition A1 relates to CIPD's legal obligations and suitability for continuing recognition as an awarding organisation. Conditions C1 and C2 relate to the requirement to have written and enforceable agreement with third parties, that is centres and external contractors, that clearly specify agreement terms. The CIPD third party contracts and the Product Licence Agreement include clauses relating to data protection and the use, retention, storage and disclosure of individual personal data and also commercially sensitive data, which are reflected in this policy.

2. UK GDPR (including the Data Protection Act 2018)

The Chartered Institute of Personnel and Development (registered charity in England and Wales (1079797) and/or its subsidiaries abbreviated and known as CIPD is data controller of your personal data and registered accordingly with the Information Commissioner's Office. CIPD collects and processes your personal data under UK GDPR and is committed to maintaining the highest standards of data protection and data privacy.

All third parties who process data on behalf of CIPD do so under strictly regulated contractual arrangements; any personal data provided by or about an individual to CIPD will only be processed in accordance with the provisions of UK GDPR.

3. Use, retention and storage of centre information

CIPD requires centres to provide submission documentation at the point of approval and re-approval. The information provided includes personal data relating to individuals engaged by the centre to deliver, assess and support CIPD qualifications, in addition to other information that is potentially commercially sensitive to the centre.

The information provided is required for the purpose of gaining and maintaining CIPD centre approval and for qualification quality assurance purposes. In addition, CIPD will use this information to facilitate communication and marketing.

CIPD holds records of centre programmes and contact details of key staff role holders indefinitely. Historical information is securely archived either in paper or electronic format. Access to these historical records is limited to relevant authorised CIPD personnel for the purpose of verifying previous qualification approvals. Personal information relating to centre staff, for example curriculum vitae and professional development records, are securely destroyed post approval.

¹ Office of Qualifications and Examinations Regulation

² Council for the Curriculum, Examinations and Assessment

³The GCR had their basis in the Apprenticeship, Skills, Children and Learning Act 2009 and are therefore legally enforceable



4. Use, retention and storage of learner information

CIPD holds learner registration and achievement data for the purposes of administering, verifying/moderating and awarding qualifications. This personal information is provided by the centre and includes but is not limited to the learner's full name, date of birth and centre of study. Centres may also submit learners' Unique Learner Numbers (ULN), gender and or whether the learner has disclosed a disability.

CIPD holds records of learner registration and achievement data indefinitely. Historical information is securely archived either in paper or electronic format. Access to these historical records is limited to relevant authorised CIPD personnel for the purpose of verifying past achievement. Learner requests for formal verification and or replacement certification must successfully complete an authentication process, a fee for which is chargeable.

Disclosure

CIPD has access to the Learner Register (formerly the Learner Registration Service, LRS) for the purposes of verifying Unique Learner Numbers (ULN) in order to submit achievement data to relevant government bodies.

Any information CIPD is required by legislation or regulation to share with government organisations will be anonymised and aggregated. These organisations include but are not limited to Ofqual; Qualifications Wales; the Council for the Curriculum, Examinations and Assessment (CCEA); the Education and Skills Funding Agency (ESFA) and any subsequent re-enactment, amendment or replacement thereof.

CIPD shall also disclose relevant personal data where consent has been obtained; where there is a legal obligation, where there is a legitimate interest and/or a public duty to do so.

Should you wish to know more or for further information about the use of your personal data, how you can access or otherwise request your personal data please visit our website at <https://www.cipd.co.uk/privacy-policy>.