



Privacy Notice for Learners

Who we are

EduQual is a regulated awarding body, approved by Qualifications Scotland Accreditation, a globally-recognised national qualifications regulator in the UK. We are an SCQF Partnership Credit Rating Body (CRB) and a full member of the Federation of Awarding Bodies (FAB).

EduQual develops and awards qualifications. This notice explains how we use your personal information when you undertake EduQual qualifications, or EduQual-endorsed customised courses at your EduQual-approved Centre.

What information do we collect?

We collect information about you from your EduQual-approved Centre (e.g. a school, college, or training provider). Such information may include:

- Your name, date of birth, and contact details
- Your learner number and results
- Records of exams, assessments, and appeals
- Information about access arrangements or reasonable adjustments (e.g. medical evidence if you need support)

How do we use your information?

We use your personal data to:

- Register you for qualifications
- Deliver and mark assessments
- Issue certificates and confirm results
- Make sure assessments are fair and meet regulatory requirements
- Investigate complaints, malpractice, or appeals

Who do we share your data with?

We may share your data with:

- Your EduQual-approved Centre
- The regulatory authorities (e.g. EduQual's regulator, Qualifications Scotland Accreditation)
- Universities, colleges, employers, or government agencies (to confirm results)
- Service providers who support us (e.g. examiners, IT systems)

We will never sell or otherwise misuse your personal data.

How long we keep your personal data?

We keep your personal data only as long as required for legal and regulatory purposes. For example, your results are kept for several years so we can verify them if asked by you (or by a potential employer or training provider in the future).

Your rights

You have the right to:

- Ask for a copy of the data we hold about you
- Ask us to correct anything that's wrong
- In some cases, ask us to delete or stop using your data
- Complain to the Information Commissioner's Office (ICO) if you're unhappy with how we use your data

Contact us

If you have questions or need to exercise your rights, please contact our **Data Protection Officer**.

By email: Write to info@eduqual.org.uk and enter 'FAO Data Protection Officer' in your email subject line.

By post: FAO Data Protection Officer, EduQual Ltd, 7 Bell Yard, London WC2A 2JR, United Kingdom