



## Fair Processing Notice

All information will be managed by FDQ in accordance with the data protection principles set out in the Data Protection Act. Personal data shall be processed fairly and lawfully. Where an individual provides personal information, we will only use this confidentially in our role as an Awarding Organisation and End-point Assessment Organisation. All data will be used by FDQ specifically to discharge the duties required of an:

- Awarding Organisation to develop, award, quality assure and maintain the standards of our qualifications.
- End-point Assessment Organisation to provide end-point assessment services in support of apprenticeship standards

FDQ is a registered organisation with the Information Commissioner's Office.

### FDQ Website

In order to understand which parts of our website are popular and which areas may need improvement our web server logs the IP address of website users' computers and stores some cookies on their computers.

FDQ uses cookies for collecting user information to administer our website, analyse data and track users' movements, and to enhance website visits. Some of these last only for as long as users remain on the website, and some are retained for repeat visits. FDQ uses trusted service providers to assist in analysing data visits to our website.

We will only use the data to make sure we are delivering the best possible service to our users. By using our site, users consent to such processing by FDQ. The FDQ Privacy Policy sets out how FDQ uses and protects any information that is provided by users and is available on the website.

### Centre and Qualification Approval Application Processing

All information received in centre and qualifications approval applications for processing to the approvals stage will be processed by FDQ for the purposes of the regulatory process and if required, subsequent regulatory monitoring by these bodies to ensure continued compliance with the appropriate conditions.

## Application Privacy and Security Statement

Users of FDQAwards or applicants to our end-point assessment services should note the following features of our IT system, with regard to the security of the system, the nature of information collected by FDQ through the operation of the system and the basis on which information collected through the system will or may be shared with third parties.

- FDQAwards, our centre management system is only accessible to registered users who have been issued with a logon id and password
- FDQAwards users will be restricted to accessing information associated with the centre they are accessing the system on behalf of
- FDQAwards records the following personal data of users accessing the system:
  - User's name
  - Name of the organisation(s) they access the application on behalf of
  - User's work email address
- Information collated via the FDQ webpage including applicants to our end-point assessment services will be stored securely
- Specific information collated via the FDQ webpage includes

All information exchanged with the system, FDQAwards and FDQ webpage, is carried through a secure link (SSL) to prevent unauthorised access. This privacy statement only covers the FDQAwards secure website and does not cover links within this site to other websites.

For queries about data protection issues within FDQ please email our Data Protection Officer:

- Email [fdq@fdq.org.uk](mailto:fdq@fdq.org.uk)
- Telephone 0113 859 1266