



Confidentiality Policy

This Policy should be read in conjunction with NVQ Academy's Data Protection Policy.

Confidential information that NVQ Academy staff and their representatives (e.g. Assessment and Verification staff) may come in to contact with include:-

- Personal information regarding Candidates, Assessors and Internal Verifiers.

See NVQ Academy's Data Protection Policy

- Information about the internal business of NVQ Academy.
- Information regarding service users and/or their families used as Vocational Qualification Evidence.

Confidential records should never be included in candidates' portfolios of evidence and should be examined in situ by the assessor.

Assessors/candidates should describe and record what evidence such documents provide and where the evidence is located.

NVQ Academy Internal Verifiers and Awarding Body External Verifiers may wish to discuss such evidence with the centre as part of the verification process, but would not normally require sight of confidential service user's records.

However, should Verifiers have concerns about the quality of such evidence, they can seek consent to access such records from the organization which has responsibility for the safe keeping of the particular service user's confidential records in question.

Data Protection Policy

NVQ Academy is registered with the Information Commissioner's Office under the Data Protection Act 1998 as a data controller.

NVQ Academy maintains computer and paper records regarding our Candidates, Assessors and Internal Verifiers. These records are processed in order to maintain Centre records and are held in compliance with the principles of the Data Protection Act 1998.

These records may be used for reports both internally within NVQ Academy and to external bodies such as Awarding Bodies, The Learner Records Service and funding partners.

An individual has the right to ask to see details of any personal information NVQ Academy holds about them. Requests should be made in writing to Nicola Ryan-Raine the designated data controller.