



QWCC1-038_18E

To: Responsible officers of all recognised awarding bodies

2 May 2018

Dear Responsible Officer

GDPR and sharing information with Qualifications Wales

The General Data Protection Regulation (GDPR) take effect from 25th May 2018 and will apply to all organisations, including regulators and awarding bodies. The GDPR enhances existing data privacy legislation and harmonises the approach to data protection across EU member states. We have been considering the impact the new legislation will have on our work and identifying the steps we need to take to ensure we are compliant. We expect that you will also have taken steps to identify how the new legislation will impact on your work and taken any necessary action to provide assurances of your readiness for compliance with it.

Qualifications Wales will only process your personal data when there is a legal basis to do so under the EU General Data Protection Regulation and UK Data Protection Act. We will not knowingly or intentionally request information from you that would not be GDPR compliant or would cause you to be non-compliant. You can find our privacy policy, including details about how to contact our Data Protection Officer (DPO) [here](#). We have also published a [privacy notice](#) on how we use learner data. You may wish to refer to this in the information you make available to learners.

Although we do not expect the new legislation to have a significant impact on how we work with you as an awarding body, there are some practical steps and guidelines



we wish to draw to your attention which should help ensure we do not inadvertently cause one another any unnecessary difficulties in ensuring compliance.

Please ensure that you do not send any personal data (for example, individual candidate name or Unique Candidate Identifier) to us unless it has specifically been requested. For example, this includes information you submit to us in event notifications, monitoring evidence and any data collections.

If you do have any concerns in relation to a request for personal data made by us, please speak to your awarding body's Data Protection Officer (if you have one) in the first instance. If you still have concerns you should contact our DPO.

The Information Commissioner's Office (ICO) regulates compliance with data protection legislation and can provide you with independent and impartial advice and guidance. The ICO can be contacted by telephone or online chat (which helpfully provides a full transcript of the conversation) – contact details are <https://ico.org.uk/> and 0303 123 1113. If you do report a data breach to the ICO which could result in an adverse effect as defined in our Standard Conditions of Recognition, you must report this to us under Condition B3.

Yours sincerely



Philip Blaker
Chief Executive