



# YOUR PERSONAL INFORMATION & WHY WE NEED IT

With the new GDPR regulations, OCN London, together with other awarding organisations, is obliged to provide information regarding the personal data and details it requests from learners. This personal information is required to enable learners who achieve an OCN London accreditation to be provided with an OCN London badged credential - usually a certificate - that can be used to evidence that achievement to other people, such as potential employers.

## SUMMARY OF PERSONAL INFORMATION REQUESTED BY OCN LONDON

What personal data is requested from learners by OCN London	Required / Optional	Why is this data requested by OCN London?	Lawful base for data collection
Name	Required	Identification of learner for accurate certification	Legitimate Interests
Date of birth	Required	Identification of learner for accurate certification	Legitimate Interests
Post code	Optional	Identification of learner for accurate certification	Legitimate Interests
Telephone Number	Required only for Functional Skills	This is required by Industry Qualifications (IQ)	Legitimate Interests
ULN (unique learner number)	Optional	Identification of learner for accurate certification	Legitimate Interests
Details for equality monitoring including; <ul style="list-style-type: none"> <li>Gender</li> <li>Ethnicity</li> <li>Ability Status</li> <li>Employment Status</li> </ul>	Optional	Equality monitoring	Legitimate Interests

# HOW DOES OCN LONDON ENSURE THE DATA REQUESTED IS COLLECTED AND HELD IN A SECURE MANNER?

All learner personal data is supplied by the centre delivering OCN London accredited courses or qualifications. This is typically online through a secure web portal, where the requested and salient learner data is electronically copied by the centre from their own electronic system through to the OCN London central database.

The database is maintained by a commercial database firm with whom OCN London has a contract. This contract includes data safeguarding requirements and consequent features designed to ensure all data is secure and safeguarded.

OCN London has 'Data Protection' and 'Security of Information' policies that detail the safeguarding set up and requirements for staff to ensure access to the data within the database is secure.

# WILL OCN LONDON PASS YOUR PERSONAL INFORMATION ON TO ANOTHER ORGANISATION?

OCN London will never pass on personal information for marketing or commercial reasons or for similar purposes.

OCN London will only ever pass on learner personal information to another organisation, in the following situations;

- As required by a Government Appointed Regulator, such as Ofqual, or QAA
- In relation to Functional Skills, where OCN London is obliged to pass on learner registration to 'Industry Qualifications' (IQ) awarding organisation who own these qualifications.
- In relation to some criminal or similar investigation where OCN London is obliged by law to divulge such information.

# HOW LONG IS THE INFORMATION KEPT?

OCN London will keep a record of the data provided by learners in perpetuity so that any future investigation or dispute relating to any learner's OCN London achievements can be reliably informed. It is also necessary to enable learners to request replacement certificates at a future date, should the original be destroyed or lost.

# CAN I ACCESS THE INFORMATION HELD ABOUT ME AND CAN I REQUEST IT TO BE DESTROYED?

Learners may request to see all the data held about them by OCN London at any time. However, this information will consist only of the data highlighted in the table above, together with the names and dates of accredited courses or units or qualifications achieved. The learner must themselves provide 'ID' documentation that demonstrates they are who they claim to be, before OCN London can provide this data to them.

OCN London's regulatory and legal responsibilities relating to keeping records of learner achievements mean it may not be able to destroy all data held.

## WHAT IF I REFUSE TO SUPPLY PARTICULAR DATA REQUESTED?

The data marked 'required' in the table above must be provided for learners to be registered on an OCN London accredited course or qualification, or with IQ for Functional Skills. Failure to do so will prevent you from being registered or awarded a certificate. Data marked 'optional' in the table above can be withheld from OCN London without any penalty or negative consequence.

## HOW WILL OCN LONDON RESPOND IF THERE IS A DATA BREACH?

In the unlikely event that the protection of personal data held by or on behalf of OCN London is breached, OCN London will immediately contact the Information Commissioner's Office (ICO) and will aim to immediately alert all affected individuals as soon as is practical.

For more information see OCN London's 'Data Protection Policy' and the 'Privacy Policy' at the OCN London web site at [www.ocnlondon.org.uk](http://www.ocnlondon.org.uk) or email

For more information relating to Data Protection and your rights regarding your personal information, see the ICO web site at <https://ico.org.uk>