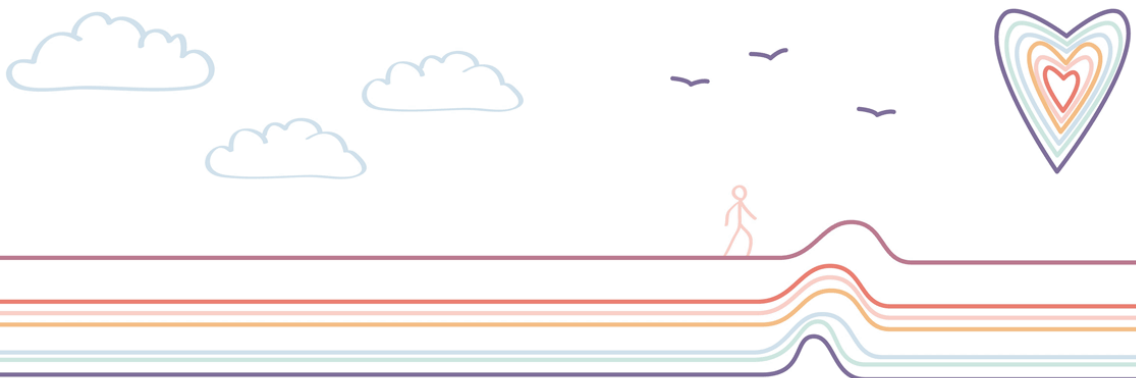


The logo for CPCAB (Counselling Professions Council) is a red speech bubble shape containing the lowercase text 'cpcab' in white.

cpcab

The only awarding body
run *by* counsellors
for counsellors

Privacy notice guidance



All CPCAB recognised centres must ensure candidates are given sight of a Privacy Notice (PN) – also known as a “Fair Processing Notice” – as part of the enrolment process, to allow both candidates and others to access the candidate’s Personal Learning Record (PLR). Under the terms of the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018, PNs are used to inform candidates about what will happen to data collected about them and how that data will be processed and shared.

Our [Portal](#) will require the person submitting each candidate group for registration with CPCAB to put their name (on behalf of their centre) to a declaration that the centre accepts responsibility for ensuring that each candidate in the group is given sight of a PN.

Your centre’s PN will need to outline to each candidate what information is going to be processed and how it will be processed to make sure the individual knows exactly what is going to happen to their information and how it is going to be used. Essentially, centres should not be doing anything with a candidate’s personal information without informing them (unless certain exemptions apply).

We expect that all our centres have been issuing PNs to their candidates for quite some time; if for some reason your centre has not been using PNs you may find it helpful to use the standard text given below. You can adapt the text to suit your own needs.

The Information Commissioner’s Office (ICO) recommends using a ‘layered PN’ with a summary, as in layer 1 below, to inform candidates how their information is processed and shared. This should be included in your centre’s application systems and registration forms.

Shortened PN version (for candidates to read):

Privacy Notice:

Some of the information you supply will be used by:

- CPCAB (the awarding organisation associated with your course), who will upload your achievement data to the Learning Record Service, who then in turn will update your personal learning record.
- For TC-L4 BACP APQ candidates only: CPCAB and the British Association for Counselling and Psychotherapy (BACP), who will record your BACP student membership number to help verify your BACP Certificate of Proficiency (CoP) result for qualification certification.
- The Learning Records Service, to fulfil its statutory functions, issue/verify your Unique Learner Number (ULN) and update/check your Personal Learning Record. The Learning Records Service may share your ULN and Personal Learning Record with other education-related organisations, such as your careers service, school, college, university, Government Departments and public bodies responsible for funding your education.

Useful guidance from the Education & Skills Funding Agency (ESFA) can be found at:
<https://www.gov.uk/government/organisations/education-and-skills-funding-agency>

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