



All CPCAB registered centres must ensure that candidates are given sight of a Privacy Notice (PN) – also known as a “Fair Processing Notice” – as part of the enrolment process (in order to allow both learners and others to access the learner’s PLR). Under the terms of data processing legislation (GDPR or General Data Protection Legislation), PNs are used to inform learners about what will happen to data collected about them and how that data will be processed and shared.

Our online CPCAB Portal ([portal.cpcab.co.uk](http://portal.cpcab.co.uk)) will require the person submitting each candidate group for registration to put their name (on behalf of the centre) to a declaration that the centre accepts responsibility for ensuring that each candidate in the group is given sight of a PN.

Your 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 the individual concerned (unless certain exemptions apply).

CPCAB expects that all of our centres have been issuing PNs to their students 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 Commissioners Office (ICO) recommends using a ‘layered PN’ with a brief 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 learners to read):**

“Privacy Notice:

Some of the information you supply will be used by:

- CPCAB (the awarding organisation associated with your course) will upload candidates achievement data to the Learning Record Service, who then in turn will update the candidates personal learning records.
- 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 Skills Funding Agency (now known as the Education & Skills Funding Agency or ESFA) can be found at:

<https://www.gov.uk/government/organisations/education-and-skills-funding-agency>