



Param Qualifications

Data Protection & GDPR Policy



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Introduction

We protect personal data by following the UK GDPR, the Data Protection Act 2018, and all relevant laws. This policy outlines how Param Qualifications collects, stores, processes, and shares personal data related to learners, staff, centres, and other stakeholders. This policy ensures compliance with Ofqual Condition A6 – Data Protection, by demonstrating how Param Qualifications protects personal data in line with GDPR, UK law, and ISO 27001 principles.

Scope

This policy applies to:

- All personal data processed by Param Qualifications, including that of learners, staff, centre personnel, contractors, and other stakeholders.
- All electronic and paper records containing personal data.
- All staff, contractors, and third parties who handle Param Qualifications data.

Data Protection Principles

Param Qualifications will adhere to the following principles when processing personal data:

1. **Lawfulness, fairness, and transparency** – Personal data will be processed lawfully, fairly, and in a transparent manner.
2. **Purpose limitation** – Data will only be collected for specified, explicit, and legitimate purposes.
3. **Data minimisation** – Only the minimum data necessary for the intended purpose will be collected.
4. **Accuracy** – Personal data will be accurate and kept up to date.
5. **Storage limitation** – Data will be retained only as long as necessary for the purpose for which it was collected.
6. **Integrity and confidentiality** – We keep all personal data safe and secure, protecting it from misuse, loss, or unauthorised access.
7. **Accountability** – Param Qualifications will demonstrate compliance with these principles.

This policy supports Condition A5 – Management of Personal Data, ensuring compliance with GDPR and protecting the integrity of qualifications.



Legal Basis for Processing Data

Param Qualifications will only process personal data where one of the following legal bases applies:

- Consent of the individual
- Performance of a contract
- Compliance with a legal obligation
- Protection of vital interests
- Public task or legitimate interest

Data Subject Rights

Individuals whose data is processed by Param Qualifications have the right to:

- Access their personal data (Subject Access Request)
- Request correction of inaccurate or incomplete data
- Request erasure of personal data (“right to be forgotten”)
- Object to processing
- Restrict processing in certain circumstances
- Request data portability

Requests will be handled in accordance with Param Qualifications procedures, typically within one month of receipt.

Data Collection and Use

Param Qualifications collects personal data for purposes including:

- Administration of qualifications, assessments, and results
- Learner support and communication
- Staff management and HR processes
- Compliance with regulatory and statutory requirements

Data will be collected via enrolment forms, assessments, applications, and other legitimate methods.



Data Sharing and Third Parties

Personal data may be shared with:

- The relevant awarding organisation, regulator, or approved service providers where necessary to support qualification delivery compliance, or administrative functions.
- External service providers for administrative or operational purposes (e.g., IT services, examiners)
- Legal authorities if required by law
- Associated entities are not granted access to personal learner data unless formally approved as centres, in compliance with GDPR

Param Qualifications ensures that all third parties comply with GDPR and maintain confidentiality and security of personal data.

Data Security

Param Qualifications implements appropriate technical and organizational measures to protect personal data, including:

- Access controls and authentication
- Secure storage of electronic and paper records
- Encryption and secure transmission where applicable
- Staff training on data protection and confidentiality
- Access to personal data is role-based and restricted to authorised personnel only. Permissions are reviewed quarterly by the Compliance Officer.

Data Breach Reporting

Any suspected or actual data breach must be reported immediately to the **Data Protection Officer (DPO)**. The DPO will assess the breach, contain the impact, and report to the Information Commissioner's Office (ICO) if required under GDPR. All access to personal data is logged in system audit trails, which are reviewed as part of annual audits.

Data Protection Impact Assessments (DPIAs)

Param Qualifications Limited will conduct Data Protection Impact Assessments (DPIAs) whenever new systems, technologies, or processes involve high-risk processing of personal data. The DPIA will assess risks to individuals, propose mitigation actions, and be reviewed by the Data Protection



Officer. All completed DPIAs will be logged and reported annually to the Board as part of governance oversight.

Roles and Responsibilities

- **Board of Directors:** Ultimate responsibility for compliance with data protection regulations.
- **Data Protection Officer (DPO):** Oversees GDPR compliance, handles data subject requests, and manages breaches.
- **All staff:** Must comply with this policy and report any concerns regarding data protection.

Retention of Records

We keep data only as long as legally or operationally required, after which it will be securely deleted.

Policy Review

This policy will be reviewed annually, or sooner if required by regulatory or legislative changes, to ensure continued compliance with GDPR and other applicable laws.

Contact Details

Param Qualifications Ltd

Victory House,
400 Pavillion Drive,
Northampton, Northamptonshire,
NN4 7PA, United Kingdom.

Telephone: +44 7380328597

Email: info@paramqualifications.co.uk

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