

# 2023

## Essential Drug and Alcohol Service



TRAINING, THERAPY & HEALTH SERVICES

# [EDAS Data Protection Policy for Learners]

EDAS Training policies and procedures

# Introduction

The Data Protection Act 1998 (**'Act'**) places obligations on those that control and process information relating to individuals. Whilst this is UK-based legislation, EDAS believe it represents best practice.

# Definition (Personal Data and Sensitive Personal Data)

When collecting personal data from data subjects, EDAS will ensure that its learners are aware of what will be collected and how it will be used this will be done using a data protection notice displayed in the training room and on the EDAS Website. EDAS' data protection notice allows EDAS to transfer data to awarding bodies in relation to personal data for the following purposes:

- ❖ to identify a living individual ('personal data')
- ❖ to undertake administration in relation to the qualification for which the learner is registered including providing a certificate on successful completion of the learner's qualification or specified units of it
- ❖ to contact learners directly in relation to studying membership, EDAS approval or qualification approval and/or quality control purposes undertaken by EDAS for the qualifications for which the learner is registered;
- ❖ to inform learners of products or services offered by EDAS and/or awarding bodies
- ❖ to disclose to its regulators where so required
- ❖ to disclose to relevant industry bodies where so required by law to;
  - account for learners where there is a requirement to do so; and
  - contact a learner directly if there is a requirement for such bodies and the information is not readily accessible by other means.
- ❖ in relation to sensitive personal data, for the following purposes:
  - to collect and analyse data relating to a living individual's racial or ethnic origin, political opinions, religious beliefs, mental health, sexual life, trade union membership or criminal convictions or proceedings relating to any criminal charges against such individual ('**sensitive information**')
  - to administer requests for reasonable adjustments under the Access of Assessment policy
  - to carry out statistical analysis (on an anonymised basis) which may be carried out by EDAS or selected third parties
  - to monitor (on an anonymised basis) equal opportunities relating to ethnicity or disability or other such monitoring purposes.

EDAS may use or otherwise process Personal Data and Sensitive Personal Data, so we can:

- ❖ fulfil our contractual responsibilities with awarding bodies, and enable us to fulfil our contractual obligations to learners
- ❖ provide learners and providers with details of our products and services
- ❖ contact EDAS learners directly in relation to awarding body approval and/or our quality assurance activities, and/or to inform them of products or services that we are offering
- ❖ place Personal Data relating to certain key employees and agents in directories that may be made publicly available
- ❖ contact learners directly by email or post about studying membership, EDAS approval and/or our quality assurance activities, and/or to inform them of products or services that EDAS offer
- ❖ carry out statistical analysis – either ourselves or by third parties on our behalf
- ❖ give regulatory and industry bodies appropriate Personal Data or Sensitive Personal Data about learners where there is a contractual or legal requirement – specifically to:
  - ensure they can monitor equal opportunities in ethnicity and disability, or for other monitor such monitoring purposes
  - account for learners where there is a requirement to do so
  - allow them to meet the requirement to contact a learner directly, when the information is not readily accessible from another source
  - pass learners' Personal Data to regulatory and industry bodies or other selected third parties, solely for the purpose of providing prizes, remuneration and awards for learners.

We may have to transfer the Personal Data outside the European Economic Area (EEA) and if we do, EDAS and/or awarding bodies make every reasonable effort to ensure that any data we transfer receives the same protection as if it would within the EEA.

**Outcome...** EDAS monitors compliance with legal responsibilities in relation to Data Protection through the approval and external verification process. We monitor processes to ensure confidentiality is maintained and investigate any suspected or alleged instances where confidentiality may have been breached.

**Action...** EDAS will ensure that the Personal Data and Sensitive Personal Data held is accurate and up to date and records regularly – at least once a quarter. We aim to improve our business processes and our response to learners in the light of learning from the feedback we receive. EDAS will inform the awarding body if/of:

- ❖ there is any change or correction to any Personal Data or Sensitive Personal Data that you previously disclosed.
- ❖ any archiving or deletion of Personal Data or Sensitive Personal Data for a Data Subject whose records you have already to awarding bodies
- ❖ a Data Subject exercises their right to opt out of or refuse processing

This policy shall be the subject of a three-year review cycle or as necessary.

## Protection Notice

We, EDAS, are required to comply with the provisions of the Data Protection Act 1998 (the 'Act') in relation to how we handle any personal data which we obtain from you. Any personal information gathered will only be used in the context of your studies with us. We may also collect sensitive personal data relating to you but only with your explicit consent in advance.

We may process all the information we obtain from you to enable us to fulfil our contractual obligations to you. We may also request further information from third parties or shall disclose your details to other selected third parties, such as awarding bodies or their regulators or industry bodies.

In disclosing your personal details to us, you agree that we may process and in particular may disclose your personal data:

- ❖ as required by law to any third parties; and
- to awarding bodies (as appropriate), who may use your personal data to:
- undertake administration in relation to the qualification for which you are registered including providing you with a certificate on successful completion of your qualification or specified units of it;
- contact you directly in relation to studying membership, centre approval or qualifications and/or quality control purposes undertaken by awarding bodies for the qualifications for which the learner is registered;
- inform you of products or services offered by EDAS;
- disclose and publish your details in directories which may contain information about EDAS
- disclose to ILM and RSPH's regulators where so required;
- disclose to relevant industry bodies where so required by law;
- carry out statistical analysis on an anonymised basis;

- disclose your personal details to third parties for the purposes of providing prizes, remuneration and qualifications for learners; administer requests for reasonable adjustments under the Access of Assessment policy; carry out statistical analysis (on an anonymised basis) which may be carried out by us or selected third parties; to monitor (on an anonymised basis) equal opportunities relating to ethnicity or disability or other such monitoring purposes.

## Data Protection Notice

We, EDAS, are required to comply with the provisions of the Data Protection Act 1998 (the Act) in relation to how we handle any personal data we obtain from you. Any personal information we gather will only be used in the context of your studies. We may also collect Sensitive Personal Data about you, but only with your explicit consent in advance.

We may process all the information we obtain from you to enable us to fulfil our contractual obligations to you and we may request further information from third parties or disclose your details to other selected third parties, such as awarding bodies or their regulators or industry bodies.

We may from time to time email or post to you [or your company] details of products or courses we believe may be of interest to you. If you no longer require such information or you have provided us with any information that you no longer wish us to use, please call us on 01202 7432799.

In disclosing your personal details to us, you agree that we may process and in particular may disclose your Personal Data:

- ☐ as required by law to any third parties
- ☐ to selected third parties who may process Personal Data on our behalf
- ☐ to third parties such as awarding bodies who may use your personal data or sensitive personal data (as appropriate) to:
  - o enable us to fulfil our contractual obligations to you – for example by providing you with an examination certificate;
  - o contact you directly about events, courses, programmes, or awarding bodies membership
  - o carry out statistical analysis
  - o pass to their regulator or industry bodies to (1) monitor equal opportunities relating to ethnicity or disability, or for other such monitoring purposes or to (2) account for learners where there is a requirement to do so, or to (3) meet their requirement to contact you directly and the information is not readily accessible from any other source
  - o discloses and publish your details in directories which may contain information about the EDAS.
  - o provides or arrange prizes, remuneration and awards
  - o contacts you about your awarding bodies studying membership.
- ☐ If we pass your Personal Data to Awarding Bodies they:
  - o may transfer your Personal Data outside the European Economic Area (EEA) and if they do they will make every reasonable effort to ensure that any transferred data receives the same protection as if it would within the EEA
  - o undertake that it and its staff will take every reasonable step possible to protect the confidentiality and security of all material it receives, to carry out its various responsibilities.
  - o You have the right to have us correct any inadequacies in the personal details we hold about you, and to object to any direct marketing we carry out using your personal details. You also have the right to ask for a copy of the information we hold in our records, in return for a small fee of not more than £10. Please contact us at EDAS training 01202 743279 if you want a copy of the personal data we hold about you.

Updated November 2023

# Data Protection Notice

We, *EDAS*, are required to comply with the provisions of the Data Protection Act 1998 (the Act) in relation to how we handle any personal data we obtain from you. Any personal information we gather will only be used in the context of your studies. We may also collect Sensitive Personal Data about you, but only with your explicit consent in advance.

We may process all the information we obtain from you to enable us to fulfil our contractual obligations to you and we may request further information from third parties or disclose your details to other selected third parties, such as awarding bodies or their regulators or industry bodies.

We may from time to time email or post to you [or your company] details of products or courses we believe may be of interest to you. If you no longer require such information or you have provided us with any information that you no longer wish us to use, please call us on *01202 7432799*.

In disclosing your personal details to us, you agree that we may process and in particular may disclose your Personal Data:

- ❖ as required by law to any third parties
- ❖ to selected third parties who may process Personal Data on our behalf
- ❖ to third parties such as awarding bodies who may use your personal data or sensitive personal data (as appropriate) to:
  - enable us to fulfil our contractual obligations to you – for example by providing you with an examination certificate;
  - contact you directly about events, courses, programmes, or awarding bodies membership
  - carry out statistical analysis
  - pass to their regulator or industry bodies to (1) monitor equal opportunities relating to ethnicity or disability, or for other such monitoring purposes or to (2) account for learners where there is a requirement to do so, or to (3) meet their requirement to contact you directly and the information is not readily accessible from any other source
  - disclose and publish your details in directories which may contain information about the *EDAS*.
  - provide or arrange prizes, remuneration and awards
  - contact you about your awarding bodies studying membership.
- ❖ If we pass your Personal Data to Awarding Bodies they:
  - may transfer your Personal Data outside the European Economic Area (EEA) and if they do they will make every reasonable effort to ensure that any transferred data receives the same protection as if it would within the EEA
  - undertake that it and its staff will take every reasonable step possible to protect the confidentiality and security of all material it receives, to carry out its various responsibilities.
  - You have the right to have us correct any inadequacies in the personal details we hold about you, and to object to any direct marketing we carry out using your personal details. You also have the right to ask for a copy of the information we hold in our records, in return for a small fee of not more than £10. Please contact us at *EDAS training 01202 743279* if you want a copy of the personal data we hold about you.