



PRIVACY POLICY

FAA Learner Privacy Notice

First Aid Awards Ltd (FAA) will process your personal data, and special category data (for the purpose of reasonable adjustments), in accordance with the General Data Protection Regulation (GDPR) and any regulatory requirements as specified by FAA's Regulatory Bodies.

FAA and the approved Centre (the Centre which you have chosen to undertake the qualification through), will only process and store your data for the purposes of the delivery, assessment and award of the FAA qualification you have chosen to undertake and for no other purpose.

FAA, and the approved Centre, will not sell, pass on or make available your personal, or special category data, to any other person or body outside of the administration and award of the FAA qualification you have chosen to undertake.

FAA will undertake the following administrative activities in relation to the processing and transfer of your personal and special category data:

1. FAA and the approved Centre collect your name, date of birth and email address for the purposes of administering and awarding/certificating the qualification you have chosen to undertake. Your gender and postcode will also be collected and processed if you request that your achievement is uploaded to your Personal Learning Record.
2. FAA offers you the ability to apply for a reasonable adjustment should you have a disability, learning need or medical condition that may affect your ability to undertake the qualification's assessment. The data collected for this purpose is called special category data. FAA and the approved Centre will only collect and process this special category data when it is provided by you and for the purposes of recording and awarding reasonable adjustments for the qualification you are undertaking at the time of providing the data.
3. Such personal data and special category data will not be used by FAA or the approved Centre for any purpose other than the delivery, assessment, administration and quality assurance of the qualification undertaken and for maintaining appropriate records in line with Regulatory Body requirements.
4. Personal data and special category data is collected within FAA course paperwork/documentation during course delivery. The data will be transferred to FAA's online administration system FAAPlus, and all records will be maintained/disposed of in line with the FAA Data Protection Policy. The transfer of learner data to FAAPlus is required as part of the process of administering and awarding qualifications.
5. FAA is required to respond to information requests from Regulatory Bodies to fulfil their regulatory function. Should your data be required to be transferred to the Regulatory Body, FAA will do so in line with its Data Protection Policy. The same process will be used if FAA is legally required to transfer data as part of a legal investigation to a legal authority.
6. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent, guardian or carer.
7. FAA and the approved Centre will retain your personal and special category data indefinitely to provide confirmation of your achievement at any point in the future, should it be required. An individual can request that their data is deleted at any stage.
8. Under the GDPR you have certain rights in respect of your personal and special category data. Not all GDPR rights are applicable due to the limited way in which FAA and approved Centres hold and process your data, but the following rights are appropriate:
 - **Right to access to the information we hold on you.** This will be provided to you free of charge within one calendar month of your request.
 - **Right to rectification.** Should any of the data FAA or the approved Centre hold on you be incorrect you have the right for this to be rectified. FAA and the approved Centre will always strive to enter data accurately, but should you notice an error please contact FAA or the approved Centre and we will rectify any inaccuracies.
 - **Right to erasure.** FAA and the approved Centre are required to process your personal data (name, email address and date of birth and gender and postcode if given), and special category data (in the case of a reasonable adjustment being awarded due to a medical condition, disability or learning need), to administer the award of your qualification. FAA and the approved Centre are also required to maintain the records of your training for a minimum of three years to satisfy regulatory requirements. Should you wish for your data to be deleted after this time has lapsed FAA and the approved Centre will do so upon request.

FAA will review this policy every 3 years with the next review being due in April 2021. The policy may be amended earlier if required. Should you have any feedback regarding this policy please contact FAA as below.

