



Data Protection Policy

The Thoughtful Body™ (TTB) and its satellite centres need to retain certain information about their learners to allow them to record learner achievements, effectively manage customer correspondence, monitor the effectiveness of the course's qualifications, and comply with awarding body guidelines. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

To do this, TTB and its satellite centres must comply with the Data Protection Principles, which are set out in the Data Protection Act 1998 http://www.ico.gov.uk/for_organisations/data_protection.aspx

In summary, these state that personal data shall:

- Be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met
- Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose
- Be adequate, relevant and not excessive for that purpose
- Be accurate and kept up to date
- Not be kept for longer than is necessary for that purpose
- Be processed in accordance with the data subject's rights
- Be kept safe from unauthorised access, accidental loss or destruction
- Not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data



The Thoughtful Body™ Ltd

TTB and its satellite centres and all staff who process or use personal information must ensure that they always follow these principles.

All staff will adhere to the Act by:

- Fully observing conditions regarding the fair collection and use of information
- Meeting legal obligations to specify the purposes for which information is used
- Collecting and processing appropriate information only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements
- Ensuring the quality of information used
- Ensuring that the information is held for no longer than is necessary
- Ensuring that the rights of people about whom information is held can be fully exercised under the Act (i.e. the right to be informed that processing is being undertaken, to access one's personal information, to prevent processing in certain circumstances, and to correct, rectify, block or erase information that is regarded as wrong information)
- Taking appropriate technical and organisational security measures to safeguard personal information
- Ensuring that personal information is not transferred abroad without suitable safeguards

Data Security

All staff are responsible for ensuring that:

- Any personal data that they hold is kept securely
- Personal information is not disclosed orally, in writing, via Web pages or by any other means, accidentally or otherwise, to any unauthorised third party



Learner information

Details of learners' personal details, registrations, assessment results and qualification or unit achievements are retained by TTB and its satellite centres for a minimum of 3 years and Active IQ Awards for a minimum of 6 years. Unless authorised by a learner this information must not be shared with other parties other than the TTB and its satellite centres and the relevant members of staff.

Learners wishing to access personal details in relation to TTB and its satellite centres qualifications will be subject to an identity check before any information is disclosed.

In accordance with Condition D4.2 of the Ofqual Conditions of Recognition, Active IQ Awards is not obliged to disclose information if by doing so would breach a duty of confidentiality or any other legal duty.

Policy Renewal and Review

This policy will be renewed annually. The policy will also act upon any feedback from external organisations, actions from regulatory bodies, individual (s) or feedback or any changes in our working practices. Any individual (s) are welcomed to enquire further about the policy or give us feedback.

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