ARC Training Services

Qualifications Centre

Data Protection & Privacy Consent form

We, at the ARC Qualifications Centre, are committed to meeting the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. As a City & Guilds Qualifications Centre and independent controller of data which we have obtained from you (the learner) whilst working on your qualifications, we will ensure we uphold our data management responsibilities.

This means that any personal information gathered, whether it is on paper or in an electronic format, will only be used in the context of your studies and retained for the required three years after your certification or registration completion date.

We are, as part of the registration process required to transfer to City & Guilds (C&G) personal data, such as your name, gender and date of birth, specific qualification and /or training you are undertaking. Plus, provide any obligatory information as part of the Quality Assurance processes, any investigation, appeals or complaints and required information to determine and make reasonable adjustments to you, the learner.

In accordance with C&G Learners' privacy policy and Article 7 of the GDPR, we are required at the time of your registration to direct learners to the above mentioned C&G policy, which can be found at https://www.cityandguilds.com/help/help-for-learners/learner-policy and to obtain your explicit consent to transfer your sensitive data to City & Guilds and provide them with evidence of such consent on request.

As such, please sign the statement below and return it to ARC Qualifications Centre with your registration documentation.

I confirm I have read the above 'ARC Data Protection & Privacy Consent form' and the 'C&G Learners' Privacy Policy' and give consent for my data to be transferred accordingly to City & Guilds. I understand that I can withdraw my consent at any time, prior to my registration with City and Guilds being processed.

Signature _____ Date _____

Name (Block Capitals) _____

ARC Privacy Notice http://arcuk.org.uk/privacy-policy/

ARC takes your privacy seriously and will only use your information to administer the products and services you have requested from us. We will never sell your data and we promise to keep your details safe and secure.