



CVQO Data Protection Statements and Policies Overview

Revision History

Version	Revision Date	Revised by	Section Revised
V1	19/07/2018	DPO	All sections
V2	15/10/2019	Head of Compliance	All sections

Document Control

Document Owner	Document no	Status	Date Approved
Head of Compliance		Published	15/10/2019
Security Classification	Next Review Date	Department	Version
High	14/10/2020	Quality & Compliance	V2

Table of Contents

Summary of Data Protection Statements and Policies.....	2
Data Protection Policy	2
Privacy Policy – Learner Personal Data.....	2
Privacy Policy - Website.....	2
Privacy Notice – Learner Agreement ESFA	2
Privacy Notice – Learner Agreement Non ESFA	2
Privacy Notice - VQO	2
Privacy Notice - Staff	2
Data Protection Impact Assessment (DPIA) Policy	2
Records Retention Policy	2
Data Subject Rights Policy	2
Data Breach Policy	2
Data Protection Officer (DPO) Policy.....	2
Staff Training Policy	2
Personal Data Handling Policy.....	3
Information Security Policy	3

Summary of Data Protection Statements and Policies

Data Protection Policy

an overarching policy document that sets out CVQO's approach to data protection. This document also acts as an index to the other specialised policy documents listed below.

Privacy Policy – Learner Personal Data

this sets out CVQO's privacy policy with regard to information collected through our website.

Privacy Policy - Website

this sets out CVQO's privacy policy with regard to information collected through our website

Privacy Notice – Learner Agreement ESFA

which contains the key points from our Privacy Policy, includes the ESFA Privacy Notice and has a reference to our Privacy Policy, which can be found on our website, where learners can access the full details of our policy

Privacy Notice – Learner Agreement Non ESFA

which contains the key points from our Privacy Policy and has a reference to our Privacy Policy, which can be found on our website, where learners can access the full details of our policy

Privacy Notice - VQO

which explains to VQOs the personal data we hold for them and how we use it

Privacy Notice - Staff

which explains to staff the personal data we hold for them and how we use it

Data Protection Impact Assessment (DPIA) Policy

overview and assessment form comprise our procedure for carrying out a DPIA under the GDPR. The need for conducting a DPIA is set out in our Project Proposal form, which is a central part of our project management methodology

Records Retention Policy

sets out how long we will keep different types of personal data and why. In addition, this policy will include details on our secure destruction procedures for personal data that is no longer needed

Data Subject Rights Policy

sets out how we handle the exercise by data subjects of their rights under the GDPR, i.e. the rights of access, data portability, rectification, erasure, restricted processing and objection to processing

Data Breach Policy

this document sets out a clear assessment as to why we believe we must appoint a DPO

Data Protection Officer (DPO) Policy

this document sets out a clear assessment as to why we believe we must appoint a DPO

Staff Training Policy

sets out our approach to achieving a company-wide staff awareness of data protection as well as high level knowledge for specialist staff

Personal Data Handling Policy

which explains to staff how we expect them to handle personal data

Information Security Policy

sets out how we ensure the protection of data