



# FutureQuals<sup>®</sup>

## Privacy Policy

### Who is this policy for

This policy applies to all individuals and organisations involved in the design, development, delivery, assessment, quality assurance, and awarding of FutureQuals qualifications.

Version	POL205-V26-1
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**Disclaimer:** Any downloaded version of our policies may not be the most current iteration. For the latest updates and accurate information, kindly refer to the version available on our official website.

Version	Date	Description
POL205-V26-1	January 2026	Updated policy which includes details of data protection measures. Previous Policy Reference - POL020-V25-1

Please note: This version replaces all previous versions.

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FutureQuals<sup>®</sup> is a UK registered trademark of Future (Awards and Qualifications) Ltd T/A FutureQuals.

Future (Awards & Qualifications) Ltd (FutureQuals) is committed to data security and the fair and transparent processing of personal data. This privacy policy (Policy) sets out how we will treat the personal data which you provide to us in compliance with applicable data protection law, in particular the Data Protection Act and UK General Data Protection Regulation.

Please read this Privacy Policy carefully as it contains important information on who we are, how and why we collect, store, use and share personal data, your rights in relation to your personal data, how to contact us and supervisory authorities in the event that you would like to report a concern about the way in which we process your data.

This policy aims to give you information on how FutureQuals collects and processes your personal data through your use of our website or direct or indirect interactions with you.

FutureQuals products and materials are not intended for children, and we do not knowingly collect data relating to children.

For the purposes of the UK GDPR, FutureQuals is the ‘controller’ of the personal data you provide to us.

We have appointed a Data Protection Officer (DPO) who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the DPO by sending an email to [executiveoffice@futurequals.com](mailto:executiveoffice@futurequals.com).

### **Our commitment to Data Protection and Diversity**

FutureQuals is committed to protecting personal data and using it responsibly to support our strategic goals, including increasing diversity in qualification uptake.

As part of our registration process, we collect certain sensitive data — such as ethnicity and disability — to help us monitor and improve access to qualifications across different groups. This data is collected on a voluntary basis and is used solely for statistical and strategic purposes.

We have conducted a Data Protection Impact Assessment (DPIA) to ensure that this process is lawful, fair, and transparent. The DPIA confirms that appropriate safeguards are in place and that individuals’ rights are respected.

### **Legal Basis for Processing**

We process personal data under the following lawful bases as defined in Article 6 and Article 9 of the UK GDPR:

- Contract
- Legal obligation
- Public task
- Legitimate interest
- Consent (where applicable)

### Categories of Data Collected

We collect personal data including:

- Name, contact details, and date of birth
- Qualification and assessment records
- Special category data (e.g. ethnicity, disability) for diversity monitoring
- Centre and employer information
- Website usage data

### Data Sharing and Third Parties

We may share personal data with:

- Approved Centres
- Employers and Training Providers
- Regulatory bodies (e.g. Ofqual, DfE, Qualifications Wales)
- IT and support service providers under strict contractual controls

### Data Retention

- Learner data is retained for up to 80 years to support future verification requests.
- Other data is retained in accordance with legal obligations and regulatory requirements.

### Data Subject Rights

Individuals have rights under UK GDPR including:

- Right to access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Rights related to automated decision-making

### Security Measures

FutureQuals implements appropriate technical and organisational measures to protect personal data from unauthorised access, loss, or misuse.

## Links to other policies

This policy should be read in conjunction with the following policies and procedures:

- Data Protection Policy
- Document Retention Policy

## Links to regulatory criteria

Regulator	Regulatory rule or guidance document	Regulatory condition / principle
CCEA/ Ofqual/ QW	Standard / General Conditions of Recognition	A1, B3
Ofqual	EPA Qualification Level Conditions and Requirements	
SQA Accreditation	Regulatory Principles (2021)	RP8, RP9, RP14

## Definitions

<b>Personal Data</b>	Information that identifies or relates to an individual.
<b>Data Subject</b>	The individual whose data is being processed.
<b>Controller</b>	The organisation that determines the purpose and means of processing.
<b>Processing</b>	Any operation performed on personal data.
<b>UK GDPR</b>	UK General Data Protection Regulation.
<b>DPIA</b>	Data Protection Impact Assessment – a tool to assess and mitigate risks.
<b>Breach</b>	Any incident that compromises the confidentiality, integrity, or availability of personal data.

## Process

### Data Protection Compliance Process

1. Identify personal data processed across all functions.
2. Determine lawful basis for each processing activity.
3. Implement appropriate technical and organisational measures.
4. Conduct DPIAs where required.
5. Train staff and monitor compliance.
6. Report and respond to breaches.
7. Review and update policies regularly.

## Review Date

This policy shall be reviewed periodically or updated should there be any changes to legislation, regulation or custom and practice.