1st for Awarding Ltd
Privacy Notice

Introduction

This Privacy Notice forms part of 1st for Awarding's policies. Any learner, provider, employer, or other party using 1st for Awarding's services agrees to this policy. A summary of relevant rights under data protection legislation is set out in the relevant section below.

Our contact details

Name: 1st for Awarding Ltd
Phone Number: 01642 205207

1st for Awarding Ltd is registered in England and Wales with company number 12337174.
Registered address: Level Q, Surtees Business Park, Stockton on Tees TS18 3HR

The type of personal information we collect and why we have it

Learner Data

1st for Awarding collects, stores and processes personal data about learners for the purpose of administrating and managing assessment and for monitoring assessment outcomes. The personal information we process is provided to us directly by a training provider, a learner or employer for these purposes.

This data may include the following special category data, for monitoring outcomes:

- Ethnic origin
- Data concerning health, where a learner or Centre chooses to declare a learning difficulty, disability or health problem, such as in relation to a reasonable adjustment request.

1st for Awarding will collect and store the following information in order to carry out assessment:

Training Provider details: • Training provider name • Coach/tutor name • Coach/tutor email • Coach/tutor telephone	Employer details: • Employer name • Employer address • Line manager name and job title • Line manager email and telephone
Learner details: • Forename and Surname • Date of birth • Gender • Email and Telephone • ULN (unique learner number) • Disabilities • Reasonable adjustment requests, including evidence provided	• Qualification or apprenticeship standard • Start date • Expected assessment (or Gateway) dates • Expected end date • Funding type
Assessment activity details: • Scheduled dates • Storing of information / assessment materials submitted	• Recordings of assessments • Recording of feedback and results • Any internal quality assurance activity.

1st for Awarding may also request other data as necessary to enable it to carry out assessment activity and record results in line with legal and regulatory requirements.

Automated processing may be used, such as in the context of marking knowledge tests.

The information detailed above may be disclosed to the Office of Qualifications and Examination Regulations (Ofqual), Department for Education (DfE), Department for Work and Pensions (DwP), Skills England and other relevant organisations where necessary for the fulfilment of obligations.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- Legitimate and vital interest
- Contractual obligation.

Assessment Materials

Learners' assessment work, projects and other assessment materials, which have been submitted to 1st for Awarding, will be kept electronically for up to six years from the end of the year of completion or withdrawal.

All assessment results, marking and standardisation information will be kept for a period of six years from the end of the year of completion or withdrawal, in line with regulatory and government guidelines.

Any paper materials, such as attendance registers, will be electronically scanned before being securely destroyed within one month of receipt.

External Systems

In the course of its business, 1st for Awarding uses systems provided by external organisations. A summary of some of these organisations' relevant data security and privacy policies can be found at the locations below.

Purpose	Relevant document	Location of document
Organisation: Proficient (Skilltech Solutions)		
Apprenticeship and assessment management software, including storing assessment materials submitted. Used for learners registered after September 2023.	Privacy Policy	https://www.skilltechsolutions.co.uk/privacy-policy
Organisation: ACE360		
Apprenticeship and assessment management software, including storing assessment materials submitted. Used for learners registered prior to September 2023.	Privacy Policy	https://ace360.org/privacy-policy
Organisation: Microsoft		
Use of Microsoft systems (including but not limited to Outlook, Teams, SharePoint and Office 365.) Teams may be used for recording assessments and invigilation.	Privacy	https://privacy.microsoft.com/en-GB/
	Where your data is located	https://www.microsoft.com/en-gb/trust-center/privacy/data-location
Organisation: ClassMarker		
Online software for multiple choice tests.	Privacy Policy	https://www.classmarker.com/online-testing/privacy/
Organisation: GoToMeeting		
May be used for recording assessments and invigilation.	Privacy Policy	https://www.logmeininc.com/legal/privacy/us
Organisation: Zoom		
May be used for recording assessments and invigilation.	Privacy Statement	https://zoom.us/privacy
Organisation: Zoho		
May be used for marketing purposes and service updates (legitimate interest).	Privacy Policy	https://www.zoho.com/en-uk/privacy.html
Organisation: Hireflix		
Supporting recruitment through video interviews	Privacy Policy	https://hireflix.com/en/privacy-policy-users

Provider, Employer and Centre Information

Provider, employer and Centre information, such as contact details, signed contracts and invigilator/Responsible Person declarations, will be kept electronically for the period that a Centre is approved, and then archived and stored for a further six years.

Paper copies will be electronically scanned before being securely destroyed within one month of receipt. Our lawful basis for processing this information is legitimate interest for the purpose of administrating and managing assessments.

This information may be disclosed to the Office of Qualifications and Examination Regulations (Ofqual), Department for Education (DfE), Department for Work and Pensions (DwP), Skills England and other relevant organisations where necessary for the fulfilment of obligations.

Employees, Contractors and Job Applicants

We collect and process personal data relating to our employees, workers and freelancers (contractors) to manage our working relationship, comply with our legal obligations, and operate our business effectively. This information may include names, contact details, date of birth, bank details, employment or engagement records, and other information relevant to the provision of services or employment.

As part of our recruitment, onboarding and ongoing compliance processes, we may collect and process identity documents and information relating to an individual's right to work in the United Kingdom. This may include passport, birth certificate, visa, immigration status information and other documentation required to verify identity and eligibility to work.

Our lawful bases for processing this information are performance of a contract, compliance with a legal obligation, and legitimate interest.

We retain personal data for as long as necessary to fulfil the purposes for which it was collected and to meet legal, regulatory and business requirements.

Other Data Subjects and Marketing Data

Personal data including names, email addresses, employer and telephone number is held by 1st for Awarding and may be used for marketing and operational purposes, including for electronic newsletters and sharing information related to our services.

Our lawful basis for processing this information is consent and legitimate interest.

All marketing contacts may withdraw their consent at any time without detriment.

How we store learners' personal information

1st for Awarding will continue to hold data electronically for a period of six years after a learner has completed assessment, in line with regulatory and government guidelines. Our lawful basis for processing this information is legitimate interest for the purpose of administrating and managing assessment. Any paper copies will be electronically scanned before being securely destroyed within one month of receipt.

Your data protection rights

Under data protection law, individuals have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

- **Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please be aware that there are certain files and pieces of information we are unable to release in order to maintain the validity of assessment and comply with our duties as an awarding organisation, which include Ofqual's General Conditions of Recognition. This includes, but is not limited to, assessment recordings and internal documents regarding learners' assessments.

If you wish to make a request, please contact quality@1stforawarding.co.uk

How to complain

If you have any concerns about our use of your personal information, you can make a complaint by emailing us at quality@1stforawarding.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

ICO's address	Helpline number	ICO website
Information Commissioner's Office Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF	0303 123 1113	https://www.ico.org.uk

Document Details	
Document Name	Privacy Notice
Purpose of Document	Details how we deal with confidential data and information.
Document Version Number	V2.1
Document Status	Live
Document Owner	Governance

Version History		
V1.0+	Pre-2025	Earlier versions
V2.0	1st October 2025	Revisions made to detail for clarification and rebrand.
V2.1	16th September 2026	General review and update including to include all types of assessment; update of systems and links; addition of Employees, Contractors and Job Applicants section

This document will be reviewed annually and updated as required