



EWA Tracker

Data Protection Policy

Centre Name: EWA Tracker Ltd
Version: 1.3
Date Reviewed: 02 February 2026
Next Review Due: February 2027

1. Purpose

EWA Tracker Ltd is committed to protecting personal data in accordance with UK GDPR and the Data Protection Act 2018. This policy sets out how personal data is collected, stored, processed, retained and disposed of securely.

2. Scope

This policy applies to all learners, staff, subcontractors (including IQAs), partner organisations and any third parties who process data on behalf of EWA Tracker Ltd.

3. Legal Framework

UK GDPR; Data Protection Act 2018; ICO Guidance; Ofqual General Conditions of Recognition; EAL requirements.

4. Roles and Responsibilities

The Centre Manager acts as Data Controller. All staff and subcontractors must comply with this policy.

5. Data Collection and Lawful Processing

Data is collected only where necessary and processed lawfully, fairly and transparently.

6. Data Storage and Security

Electronic data is password protected and encrypted. Paper records are securely stored with restricted access.

7. Data Retention

Assessment records retained for a minimum of 3 years; internal assessment records 12 months post-certification; exam records 2 years.

8. Data Breaches

All suspected breaches are reported immediately, contained, investigated and notified to EAL and ICO where required.

9. Monitoring and Review

Compliance is monitored through IQA sampling, EQA reports and annual policy review.

10. Training and CPD

All staff receive data protection training at induction and through ongoing CPD.

11. Policy Review

This policy is reviewed annually or sooner if legislation or AO requirements change.