

## NOTICE TO CENTRES

FAO: Centre Assessors/Internal Quality Assurance Personnel/Head of Department

Date: 29 April 2014

Subject: All moderated and verified qualifications

### DATA PROTECTION ACT AND CANDIDATES' EVIDENCE

#### REMINDER FOR CANDIDATES PRODUCING EVIDENCE FOR MODERATED AND VERIFIED QUALIFICATIONS

It is the centre's responsibility to ensure that candidates comply with the Data Protection Act when producing evidence for summative assessment.

Candidates must not reference another individual's personal details in any evidence produced for summative assessment. It is the candidate's responsibility to ensure that any evidence which includes another individual's personal details is anonymised to comply with the Data Protection Act.

We will be adding this information to centre handbooks for new qualifications and all moderated and verified qualifications when they are reviewed.

If you have any queries about this notice, please call our Customer Contact Centre on 02476 851509.