

## **GDPR Guidance for Assessors & Partners**

### **1. Introduction**

1.1 The General Data Protection Regulation (GDPR) came into force on 25th May 2018, providing the most significant update to data protection legislation in decades. GDPR reflects the changes in how personal data is collected, processed, and stored, with particular emphasis on digital environments and data-driven technologies.

1.2 It's important to recognise that personal data belongs to individuals, and as such, must be treated with the utmost care and protection — just as you would safeguard your home, car, or other personal property.

### **2. Your Role with Assessment Services Ltd**

2.1 When working with Assessment Services Ltd, you act as a Data Processor, while Assessment Services Ltd remains the Data Controller. In most cases, neither party will process “Special Category” (sensitive) personal data. However, general personal data processing is required as part of assessments and related activities.

### **3. Examples of Personal Data You May Handle**

3.1 Key Contact Information: You will regularly communicate with customers' nominated contacts. This data is stored on NetSuite, and you must inform Assessment Services if there are changes to key contacts to ensure records are accurate.

3.2 Planning & Interview Information: Customers may provide personal details of those involved in assessments, such as names, job titles, or telephone numbers.

- If shared electronically, this information must be deleted from your systems within 4 weeks of completing the onsite assessment.
- If provided onsite in hard copy, leave all documents containing personal data with the customer at the conclusion of the visit.

3.3 Onsite Documentation: You may receive additional materials while onsite. Publicly available information (e.g., marketing materials, student handbooks) may be retained.

3.4 Confidential or sensitive materials must remain with the customer, unless specific permission is granted to retain them for assessment purposes. In this case, you must agree on appropriate handling and secure disposal arrangements with the customer.

3.5 Interview Notes: As per your Assessor Agreement, notes should be retained securely for 12 months, after which they must be confidentially destroyed (e.g., shredding or secure deletion).

#### **4. Do You Need to Register with the ICO?**

4.1 Whether you need to register with the Information Commissioner's Office (ICO) depends on the nature of all your business activities.

4.2 The ICO provides a helpful self-assessment tool to determine your obligations:

 [ICO Registration Guidance](#)

#### **5. What If There's a Data Breach?**

5.1 If you suspect or experience a data breach involving personal data:

- Inform Assessment Services Ltd immediately.
- We will assess the severity and risk to individuals' rights and freedoms.
- Where necessary, we will report the incident to the ICO within 72 hours.
- Even if no report is required, all incidents will be documented to demonstrate compliance.

#### **6. Everyone's Responsibility**

6.1 Protecting personal data is a shared responsibility between Assessment Services Ltd, our Assessors, and Partners. As a subcontractor or self-employed individual, you are personally responsible for complying with GDPR in the course of your work.

6.2 We encourage you to familiarise yourself with relevant guidance:

 [ICO GDPR Resources](#)

 [12 Steps to GDPR Compliance](#)

#### **Questions or Concerns?**

Contact Assessment Services Ltd if you have queries or require further clarification regarding data protection expectations.

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