



PRIVACY POLICY

Effective date: 9th February 2026

Last reviewed: 9th February 2026

1. Introduction

International Performing Arts & Theatre Limited (“I-PATH”, “we”, “us”, “our”) is committed to protecting your privacy and handling personal data lawfully, fairly and transparently.

This Privacy Policy explains:

- what personal data we collect
- how and why we use it
- how we protect it
- your rights under data protection law

This policy applies to all individuals whose personal data is processed by I-PATH, including learners, parents/carers, Teacher Members, examiners, staff, contractors, applicants and website users.

2. Legal Framework

This policy is compliant with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- relevant UK Government and Information Commissioner’s Office (ICO) guidance

It also supports compliance with Ofqual expectations relating to governance, fairness, learner protection and record-keeping.

3. Data Controller

I-PATH is the data controller for the personal data it processes.

Contact details:

International Performing Arts & Theatre Limited
163 Herne Hill, London, SE24 9LR
United Kingdom

Email: info@i-path.org

4. Personal Data We Collect

We may collect and process the following categories of personal data:

4.1 Identification and Contact Data

- name
- date of birth
- postal address
- email address
- telephone number
- photographic identification (where required for assessment or verification)

4.2 Professional and Membership Data

- Teacher Member details
- examiner and staff records
- qualifications and professional history
- DBS information (certificate number, status and verification only)

4.3 Assessment and Qualification Data

- candidate registrations
- examination entries and results
- assessment recordings (where permitted)
- Reasonable Adjustments and Special Consideration information
- certification and verification records

4.4 Technical Data

- IP address
- browser type and version
- device information
- website usage data and cookies

5. Special Category Data

We may process special category data (as defined by UK GDPR) only where necessary and lawful, including:

- health information (for Reasonable Adjustments, Special Consideration, safeguarding or first aid)
- information relating to disability or access needs

Such data is processed only where:

- explicit consent has been given, or
- processing is necessary to meet legal obligations or protect vital interests

6. Children's Data

I-PATH works with children and young people as part of qualification delivery.

- Data relating to learners under 18 is processed only where necessary
- Parents or carers provide consent where required
- Enhanced safeguards are applied
- Marketing communications are not sent directly to children

7. How We Use Personal Data

We process personal data for purposes including:

- administering qualifications and assessments
- registering candidates and issuing results and certificates
- managing Teacher Membership and examiner engagement
- delivering Reasonable Adjustments and Special Consideration
- safeguarding and wellbeing
- quality assurance, moderation and standardisation
- responding to enquiries, complaints, appeals and Enquiries of Results
- complying with legal and regulatory obligations
- maintaining organisational security and preventing fraud
- improving services and systems

8. Lawful Bases for Processing

We process personal data under one or more of the following lawful bases:

- performance of a contract
- legal obligation
- legitimate interests, where not overridden by individual rights
- consent, where required (particularly for special category data and marketing)

9. Disclosure of Personal Data

We may share personal data with:

- staff, examiners and contractors acting on behalf of I-PATH
- the awarding organisation (where required for regulated qualifications)
- service providers (IT systems, payment processors, secure storage)
- auditors and professional advisers
- regulatory or public authorities where legally required

All third parties are required to process data securely and lawfully.

10. International Transfers

Where personal data is transferred outside the UK:

- appropriate safeguards are applied
- transfers comply with UK GDPR requirements
- data protection rights remain protected

11. Data Security

I-PATH implements appropriate technical and organisational measures to protect personal data, including:

- access controls
- secure systems and encryption where appropriate
- staff training and confidentiality obligations

These measures operate alongside the Cyber Security Policy.

12. Data Retention

Personal data is retained only for as long as necessary, including:

- assessment and certification records retained in line with regulatory requirements
- financial records retained for statutory periods
- safeguarding records retained in accordance with safeguarding guidance

Retention periods are reviewed regularly.

13. Your Rights

Under data protection law, you have the right to:

- access your personal data
- request rectification of inaccurate data
- request erasure (where applicable)
- restrict processing
- object to processing
- data portability (where applicable)
- withdraw consent (where processing is based on consent)

You may also lodge a complaint with the Information Commissioner's Office (ICO).

14. Requests and Contact

Requests relating to personal data (including Subject Access Requests) should be made in writing to info@i-path.org



We may require proof of identity before responding.

15. Cookies and Website Use

I-PATH uses cookies and similar technologies. Further information is available in the Cookies Policy published on our website.

16. Links to Other Websites

I-PATH is not responsible for the privacy practices of third-party websites. Users should review the privacy policies of any external sites they visit.

17. Changes to This Policy

This Privacy Policy may be updated periodically.

The latest version will always be published on the I-PATH website.