

GDPR Policy

Purpose and Scope

ORCA is committed to ensuring security and compliance for all the data it stores. This is done through restricted access, using systems which have inbuilt security systems and the use of malware protection systems. In addition, ORCA ensures that all data is safeguarded and has robust controls in the event of any issues.

ORCA will ensure that all computing activities meet the following criteria:

1. **Confidentiality** – Ensuring unauthorised individuals do not have access to information
2. **Integrity** – Ensuring any disclosed information is not breached or destroyed in an unauthorized manner by unauthorized individuals
3. **Availability** – Ensures information is accessible and usable by authorized individuals or parties with a valid purpose

This Policy covers the following:

- Data Collection
- Data Use
- Data Storage
- Data Sharing
- Data Protection Rights

1. Data Collection

ORCA collects the following data:

- Personal identification information (including name, email address, phone number etc.)
- Working history data through CV submission
- Previous standards and organisations worked with

You will directly provide ORCA with the data we collect. We will collect data and process data when you:

- Register your interest in working with ORCA
- Login to OCEAN (ORCA Compliance, Education, Assurance, Nexus) and complete your account
- Use or view our website via your browser's cookies

2. Data Use

ORCA collects your data so that we can:

- Provide you with working opportunities
- Create/Manage your OCEAN account

ORCA will also share data with ACE360, Google suite, Amazon Webservices, Moodle and ROGO so that they may register your details in order to create accounts. These accounts are integral to your ability to work effectively for ORCA.

3. Data Storage

ORCA EPA uses Google Cloud Platform and G Suite for storage of files including company policies, employee handbooks and your CV will be storage in a password protected Google Drive Folder. ORCA uses company protected file storage rights for

folders, restricting access to only authorised users. Google uses custom designed hardware with a hardened operating system and file system, all of which are optimized for security and performance. In addition, all G Suite information is encrypted adding another layer of security protection.

4. Companies we share your data with

ORCA EPA uses Moodle hosted on Amazon Web Services (AWS) for our learning platform, OCEAN. AWS is a comprehensive, cloud computing platform provided by Amazon that includes a mixture of infrastructure as a service (IaaS), platform as a service (PaaS) and packaged software as a service (SaaS) offerings. Moodle allows ORCA to ensure only authorised people have access to information.

Please note, OCEAN contains links to other websites including ACE360 and ROGO. This policy only applies to ORCA's website, so please read other companies' policies prior to accessing their websites.

5. Data Protection Rights

Every user is entitled to the following rights:

- **Access** – You retain the right to request ORCA provides you with copies of all personal data held in your name.
- **Rectification** – You retain the right to request ORCA correct any information you believe is inaccurate or incomplete.
- **Erasing** – You retain the right to request ORCA erase your personal data, under certain conditions.
- **Processing** – You retain the right to request ORCA restrict the process of your data, under certain conditions.
- **Data Portability** – You retain the right to request ORCA transfer data that we have collected to another organisation or to you, under certain conditions.

If you wish to make a request, we have one month to respond to you. If you wish to exercise any of the rights above, please contact us at: compliance@orca.ac.uk

Version Control, Ownership and Review

Policy Owner	Managing Director ORCA EPA	
Review date	n/a first version	Scheduled for review in February 2022
Version Number	1.0	
Record of changes since previous version	None – first version	

This policy will be reviewed, as minimum, once a year. Reviews will also take place when there are changes, updates, information and advice from the ESFA, the IfATE and the EQA provider, and/or as part of business continuity. For example, reviews of the apprenticeship standard or assessment plan, annual updates to the ESFA Funding Rules or funding bands, changes to legislation, and any exceptional circumstances, such as 2020 Covid-19. It will also be reviewed as our EPAO service evolves, for example, a growth to our service and therefore, staffing and delivery levels.