



ARK Assessment LTD: Privacy Policy

Any personal information that has been provided to or acquired by ARK Assessment LTD will be managed in accordance to the parameters laid out within this policy and GDPR. The purpose of this policy is to ensure the appropriate handling and secure management of all personal information relating to employees and students accessing our services.

The service provision by ARK Assessment LTD is confidential where every effort is made to maintain the discretion and privacy of the student who accesses us.

ARK Assessment LTD will not share information about a student with Universities, Colleges or any other external bodies without the student's express written consent – except in exceptional circumstances where:

- The student poses a serious and imminent risk to themselves or others
- There is a risk to a person who is under the age of 18 or a vulnerable adult
- The student discloses information relating to a possible act of terrorism, drug trafficking or any crime considered a serious threat to public safety

Where the above circumstances occur, an employee of the ARK Assessment LTD will discuss their concern with the student in the first instance – ahead of making any formal information disclosure external to our service.

Any disclosure of confidential information will be restricted exclusively to relevant information regarding the initial concern and subsequently conveyed to appropriate people or organisations only. Any request to withdraw consent to share information or terminate the DSA process must be given in writing.

External Support Services

First and foremost, we will always act in the best interest of students that access ARK Assessment LTD – and this becomes even more paramount when working with external support services. It is our intention to always seek

to gain the student's written consent before taking further steps to obtain the best, most consistent support necessary from any external parties.

However, we recognise there may be occasions when a student is in crisis and it is in their best interests for external parties to get involved despite the absence of consent. In these rare circumstances, any information relayed will always be limited to the student's immediate need.

Access to Records

Students' have the right to access any information held by ARK Assessment LTD about them. If a student wishes to have access to this information or if they wish to share information held about them to a third party, they must submit a request in writing to the assessment centre manager. AAC will respond to all data access requests within a 20-day timeframe.

The only exception to this procedure, and hence the refusal to disclose information, would be where circumstances dictate that there would be a likely cause of serious harm to physical health, mental health or where there is a breach in confidentiality for another person. If the decision is made to withhold information a justified reason will be recorded.

We will not provide access to our records if requested by other parties unless directed to do so by a court order.