

British Canoeing Awarding Body

Learner Name Change Policy

Once the British Canoeing Awarding Body (BCAB) issues a certificate, it belongs to the learner. However, BCAB keeps electronic records, as explained in our Data Protection and Privacy Policies.

It is very important that all learners check their certificate for the correct name spelling. Any problems should be reported to BCAB and their Delivery Centre immediately.

Mistakes on certificates will be handled under our Malpractice and Maladministration Policy. This policy helps BCAB prevent certificate fraud. It also ensures we can respond to legitimate requests from learners who have earned our qualifications.

Under UK GDPR (General Data Protection Regulation), BCAB will consider requests about the 'right to rectification'. For example, if a learner did not contact us or their Delivery Centre at the time of certification, and there is a spelling mistake on our old, electronic records and the certificate. If the error can be proven, and it stops the learner from legitimately proving their certificate is theirs (meaning, for example, an employer cannot confirm their achievements), BCAB will make the necessary amendment.

Most learners who change their name can prove their certificate is theirs with other documents. For example, a passport with their new name and a deed poll showing their previous name (which matches the certificate).

Therefore, BCAB does not change names on electronic records or old certificates simply because of, for example, marriage or any other legal change. However, BCAB understands that sometimes a learner cannot use such evidence. This could put them in a difficult or risky situation.

Examples of Learner Name Changes

We would consider changing a name on our electronic records and, as a result, on a previously issued certificate for these reasons:

- Gender reassignment.
- A person who is protected by the Courts.
- Under GDPR, for the 'right to rectification' to correct inaccurate data.

Every request BCAB receives will be kept private and considered individually. BCAB expects any request to include evidence and legal identification that clearly proves the name change.

If BCAB electronic records are updated, we will issue replacement certificates. There will be a fee for these, which can be found on the Costs and Certificates page of the BCAB website.

BCAB will also ask the learner to return any existing certificates or provide digital proof that they have been properly destroyed.

To request a name change, complete the [Learner Name Change application form](#), detailing the following:

- Original name
- The full name you wish to change to
- Date of birth
- Address
- Email address
- Membership number (if available)
- Reason for the request
- Supporting evidence (document upload)

This document refers to Conditions(s) within the Regulator's Statement of Compliance requirements	I4.1 I4.2
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