

AQA      City & Guilds      CCEA      Edexcel      OCR      SOA      WJEC

**Produced on behalf of: AQA, City & Guilds, CCEA, Edexcel, OCR and WJEC**

## **Notice to Candidates – Fair Processing**

### **General and Vocational Qualifications**

The JCO awarding bodies will process your personal data in accordance with the Data Protection Act 1998 and the Code of Practice issued by the regulators of England, Wales and Northern Ireland.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data.

1. Personal data relating to the name(s), date of birth, gender, unique candidate identifier (UCI number) and unique pupil number (UPN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information will also be collected to support requests for access arrangements and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certificate claims.
3. Such data collected will not be used for any purposes by an awarding body other than for the administration of the examinations process, the conduct of assessments and the certification of results claims.
4. Personal data within a completed answer script will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post result services. In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may, in some instances, reside outside the European Economic Area.
5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DCSF, QCA, UCAS, HESA, Local Authorities and LSC as part of the Managing Information Across Partners (MIAP) programme in order to generate a Unique Learner Number (ULN). Additionally, candidates' personal data may be provided to a central record of qualifications approved by awarding bodies for statistical and policy development purposes.
6. Awarding bodies are obliged to disclose the information that they hold about data subjects, such as candidates, to them within 40 days of receiving a formal request for disclosure. Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

Awarding bodies, schools, the Department for Children, Schools and Families (DCSF), Learning and Skills Council (LSC), Local Authorities, Ofsted, the Qualifications and Curriculum Authority (QCA), and the Welsh Assembly Government (WAG) are all 'data controllers' under the Data Protection Act 1998 in that they determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data and any other information that is necessary to make the processing of the personal data fair, including any third parties to whom it may be passed on. This is referred to as a 'fair processing notice'.