

Information for Candidates

Information About You and How The Awarding Bodies Use It

You have entered general or vocational qualifications such as GCSE, A level, etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding bodies need to collect and use information about you. This notice provides you with a high-level summary of the information the awarding body is required by law to give you, about what happens to that information. For more detail see each awarding body's full Privacy Notice:

- OCR <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/candidate-privacy-policy/>
- Pearson Edexcel <https://qualifications.pearson.com/en/privacy-policy.html>
- AQA <https://www.aqa.org.uk/about-us/privacy-notice#the-data-we-collect>
- WJEC/Eduqas <https://www.eduqas.co.uk/home/privacy-policy/>

Who we are and how to contact us:

Each awarding body is a separate organisation. Your school will be able to confirm to you which awarding body is delivering each qualification you are undertaking and the qualifications you have been entered for and which awarding body. You will find links to each awarding bodies website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or exam centre. It also includes information about your gender, race, and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or exam centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates.

The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your ('personal data')). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.jco.org.uk). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.