

**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 examinations 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) and unique learner number (ULN) 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 certification claims.
3. Such data collected will not be used by an awarding body other than for the administration of the examinations process, conducting assessments and the certification of results claims.
4. Personal data within candidates' work 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-results 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 DfE, WAG, DENI, Ofqual, HESA, UCAS, Local Authorities, YPLA and Learning Record Service (LRS). 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 the 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.
7. If you have not reached the age of 16, you may first wish to discuss this Fair Processing Notice with your parent or legal guardian.

Awarding bodies, schools, Department for Education (DfE), Welsh Assembly Government (WAG), Department of Education Northern Ireland (DENI), Local Authorities, the Office of the Qualifications and Examinations Regulation (Ofqual), Ofsted, and Skills Funding Agency (SFA) 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'.