

**Joint Council for Qualifications**

**PRIVACY NOTICE**

The Joint Council for QualificationsCIC (**JCQ**) and its members (**JCQ Awarding Bodies**) (JCQ and the JCQ Awarding Bodies, together, “**we**”, “**us**” or “**our**”) are committed to respecting and protecting your privacy.

This Privacy Notice relates to how we process your personal information contained on the National Centre Number (NCN) Register (**Register**). It includes information on how we process your personal information including how we collect it, use it, share it and how the organisations we share it with use it.

In this Notice the terms “**personal information**”, “**controller**” and “**processor**” each have a special meaning that is set by legislation (the “**data protection legislation**”). The data protection legislation is: the General Data Protection Regulation (**GDPR**) and the Data Protection Act 2018 (**DPA 2018**).

**Scope and purposes**

This Notice tells you about our use of your personal information in relation to the Register.

Information contained on the Register that may constitute personal information includes the contact details of the Head of Centre and the examinations officer for each centre (a “**centre**” is any examination or assessment centre that has been approved by one or more of the JCQ Awarding Bodies for the delivery of their qualifications). It will also include details of your nominated keyholders to your secure storage and, where relevant, the details of the member of staff with delegated responsibility from the Head of Centre for the running of exams.

The examination officer’s details are required as they are the person appointed to act on behalf of and be the main point of contact for their centre in relation to any communications with the JCQ Awarding Bodies. The head(s) of centre’s details, or those of their nominated delegate, are required for escalation and contingency purposes.

Where we process your personal information within the scope described here, we will only use it in accordance with this Notice (and any other information we may give to you about how we use your personal information) and in accordance with the data protection legislation.

**Your controller**

JCQ, and each individual member of the JCQ Awarding Bodies, is a separate controller in relation to your personal information contained in the Register. Their addresses, and telephone and email contact details, can be found at [Contact our members - JCQ Joint Council for Qualifications](https://www.jcq.org.uk/contact-our-members/). The JCQ Awarding Bodies are available Monday to Friday, 9am to 5pm (GMT) except on days that are public holidays in the United Kingdom.

**Data Protection Officer**

Each of the JCQ Awarding Bodies has its own arrangements for protecting your personal information. The contact details of each JCQ Awarding Body’sData Protection Officer are available in their privacy notices available on their websites.

**Information we collect about you**

The Register contains work address, work email, job title and telephone contact details for the following centre members of staff:

* Head(s) of Centre
* Examination Officer
* Secure storage keyholders
* Any other member of centre staff with delegated responsibility for running exams

**We obtain your personal information from the following sources:**

1. Directly from you

In most situations, we will obtain your personal information directly from you.

As the examinations officer, you are the main point of contact for the centre in relation to any communications with JCQ or any of the JCQ Awarding Bodies.

As the head of centre, you are accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments.

1. From the centre to the JCQ Awarding Bodies

In some circumstances, a member of staff from within the same organisation as you may provide us with the information we require on your behalf. For example, if the head of centre at your centre completes the Register annual return, the head of centre may provide contact details for the examination officer for us to include in the Register.

**Use of your personal information**

Whilst your personal information is included on the Register it may be used for the following purposes:

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| **Purpose** | **Legal basis** |
| 1. To provide you (as the main point of contact for your centre) with information about any changes to qualifications or any other exam information. | *Based on the JCQ Awarding Bodies legitimate interest in updating the centre in relation to any changes to qualifications or any other exam information and equally, the centres legitimate interest in receiving said information.* |
| 1. To provide you with information that you have requested from any of the JCQ Awarding Bodies in relation to examinations. | *Based on the JCQ Awarding Bodies legitimate interest in responding to your requests and enquiries, e.g. by email, telephone or post and the JCQ Awarding Bodies’ legitimate interest in supporting the centre in relation to the delivery of its examinations.* |
| 1. To link the information contained in the Register with other information held by each of the JCQ Awarding Bodies. This includes linking information contained in the Register with information held by JCQ Awarding Bodies about individual candidates or centre staff, so that the JCQ Awarding Bodies can contact the centre about any particular candidates or centre staff.   Please refer tp the Privacy Notices provided by each of the JCQ Awarding Bodies, for details of the purposes for which they may use candidate or centre staff personal information, and which may result in them needing to contact the centre. | *Based on the relevant JCQ Awarding Bodies’ legitimate interests in compiling information about different centres and the candidates who have undertaken their examinations.* |
| 1. To contact the centre in relation to any other matter related to the provision of JCQ examination board exams. | *Based on the JCQ Awarding Bodies’ legitimate interest in supporting the centre in relation to the delivery of its examinations.* |
| 1. To request, obtain and record confirmation that your centre is observing and complying with the latest version of the JCQ General Regulations, which we will request from the centre as part of the Register annual return process. | *Based on the JCQ Awarding Bodies’ legitimate interest in ensuring that the integrity and security of the examination/ assessment system is maintained and not brought into disrepute. The JCQ General Regulations adhere to the requirements of the qualification regulators in England, Wales, Northern Ireland and Scotland.* |
| 1. To receive, process and record details of the main centre contact for the first time.   To receive annual updates thereafter from the centre. Annual updates are submitted via the JCQ online webpage or portal. | *Based on the JCQ Awarding Bodies legitimate interest in being able to contact centres where its examinations are being conducted and the centres legitimate interest in receiving said information* |
| 1. To receive, process and record any interim changes to the Register which are communicated to us via email or post, including any change in circumstance that could affect centre status, as well as any changes to the name, address or contact details of the individual appointed to be the main source of contact with the JCQ. | *Based on the JCQ Awarding Bodies legitimate interest in being able to contact centres where its examinations are being conducted and the centres legitimate interest in receiving said information* |
| 1. To establish or update mailing lists operated by JCQ, including newsletter mailing lists. | *Use will be based on your explicit consent. JCQ Awarding Bodies will stop contacting you by if you withhold or withdraw your consent.* |
| 1. To provide RM Results, with updated information; they are responsible for collating information on exam centres and results for the Department for Education. | *Why is the information required?*   * *The Department for Education (DfE) is responsible for children’s services and education, including early years, schools, higher and further education policy, apprenticeships and wider skills in England. RM, as the DfE’s contractor, are acting on behalf of DfE for the collection of this data.* * *The information is required by DfE to allow them to perform their official functions and, in particular, to support the government’s accountability and transparency agenda. This includes ensuring accurate reporting of pupil performance in national statistics and associated accountability services including the compare school and college performance (CSCP) service [compare-school-performance.service.gov.uk] and others listed below. Further details around the use of the data collected from awarding organisations are covered in the annual awarding organisation data collection specification and Memorandum of Understanding.*   *How is the information used?*   * *The NCN is used to validate the accuracy of the centre details providing for the AOs data collections that support the production of the School & College Performance Tables (for which datasets are used in National Statistics Publications and shared via our digital services including Analyse School Performance (ASP) and Compare School and College Performance (CSCP), National Pupil Database (NPD) Pupil ID data; and other attainment datasets for statistical publications including Young Persons Matched Administrative Dataset (YPMAD).* * *To support data linkage activities enabling us to have coherent datasets on candidates and their corresponding qualifications and attainment within academic years.* * *To enable matching activities, so that there is only a single candidate per centre, and to also ensure that the candidate is attributable to the correct centre (e.g. school/college).* |
| 1. To provide anonymised extracts from the Register to the relevant regulators for their own purposes; anonymised data does not contain any personally identifiable information. | *Based on the legitimate interests of the recipient regulators to be able to review anonymised examination data in order to identify trends and/or patterns.* |
| 1. To contract out the task of operating and maintaining the register and the annual return and interim update processes (and supporting IT) to a third party. | *Based on the JCQ Awarding Bodies legitimate interest in being able to contact centres where its examinations are being conducted and the centres legitimate interest in receiving said information.* |
| 1. To provide centre details to the third party responsible for managing the DfE’s script collection service. | *Essential to the collection of scripts (candidate answer papers) for delivery to assessors and/or scanning bureaux.* |

**Sharing of your personal information**

For as long as we have access to your personal information, we may share any of it with any of the following to the extent that they need to have access to your personal information to perform their role.

Third parties listed under the heading “Our service providers” are our processors, who process your personal information for our purposes and on our instruction (although there are circumstances where each of them may lawfully become a controller of your personal information).

Other third parties who are listed in this section are controllers, who decide the purposes for which they use your personal information. This Notice explains why we share your personal information with those third parties. You must refer to the similar notices that they provide to understand all their intended uses of your personal information.

Our service providers

* Any provider that we use to hold and maintain the Register. This is currently OCR (one of the JCQ Awarding Bodies).
* The suppliers and service providers who are not subject to day-to-day line management and supervision by JCQ, the provider who holds and maintains the Register, or JCQ Awarding Bodies. This includes the providers of the IT infrastructure and facilities that we use for the Register. Currently Microsoft Azure is used to hold the Register.
* Any other third-party IT service providers who are used to provide, maintain, improve, manage, optimise or fix the IT facilities that the JCQ or JCQ Awarding Bodies use or rely on in relation to the Register.
* Other professional service providers, such as accountants, auditors and insurance brokers, who may assist us in relation to the Register.

Third parties who may receive and use Register information for their own purposes

* JCQ and JCQ Awarding Bodies have access to the Register and is a separate controller in relation to your personal information.
* Information contained on the Register is supplied to RM Results, which is responsible for collating information on exam centres and results for the DfE.
* Ofqual and Qualification Wales as our regulators (as part of their regulatory compliance, monitoring and reporting responsibilities they must each act as a controller in relation to your personal information).
* Public bodies, including courts and tribunals.
* Law enforcers, including local authorities, the Police, the National Crime Agency, and international law enforcers.
* The third-party supplier responsible for delivering the script collection service, on behalf of the DfE.

JCQ and the JCQ Awarding Bodies may disclose your personal information to other third parties if they have lawful grounds to do so or are under a legal obligation to disclose or share it, or in order to establish, exercise or defend their legal rights, or for the purposes of preventing or defending crime (or apprehending or facilitating the prosecution of criminal offences). This includes exchanging information within the community of JCQ Awarding Bodies, and with other organisations, in relation to malpractice, fraud or other irregularities in relation to examinations.

**If you give us someone else’s personal information**

Sometimes, you might provide us with another person’s personal information e.g. if you complete the Register annual return and include the contact details for one of your colleagues. In such cases, we require you to inform the individual what personal information of theirs you are giving to us. You must also give them our contact details and let them know that they should contact us if they have any queries about how we will use their personal information.

**How long your personal information will be retained**

A record about the centre will be held on the register until the centre itself ceases to exist. The specific personal information that is held on the register is subject to, as a minimum, annual refresh by way of the annual return (deadline 31 October each year). If the centre provides an interim (within-year) update of changes, e.g. via email, the personal information will be updated within the year.

Only one copy of the register is held. When the register is updated, personal information that was previously held in the register is overwritten. Historic copies of the register are not held.

How you may be contacted

JCQ or the JCQ Awarding Bodies may contact you by post, phone or email in relation to examinations.

**Our transfer of your personal information abroad**

The Register is maintained and operated solely within the UK and EU. JCQ and the JCQ Awarding Bodies do not transfer any information contained within the Register outside of the UK or EU.

**Your rights**

You may have rights over your personal information (just so you know, these rights may not apply 100% of the time). Please ask us and we would be happy to help.

 You may have the right to:

* find out what information we hold about you
* ask us to provide you with a **copy**of your information
* ask us to make **changes**to your information
* ask us to**correct, delete, limit or stop using** your information
* ask us to **move** your information to a third party
* change your mind about us holding your information (or sending you marketing)

These rights are not absolute – if a right doesn't apply, or only applies to some of your information or some of the things we do with it, we'll let you know as part of our reply to you.

If you would like to exercise any of the above rights, please contact us using the contact details stated above in this Notice.

Our protection of your personal information

JCQ and the JCQ Awarding Bodies do not accept any responsibility for the policies of third-party controllers, such as public authorities and centres. Please check the third parties’ Privacy Notices before you submit any personal information to them, or personal information that may be used by them.

Changes to Privacy Notice

We reserve the right to make changes to this Notice from time to time. You should be able to find the latest version of the Notice on the JCQ website.

Your comments are appreciated

If you have any questions or comments regarding the Notice, you can send us an email to approvals@ncfe.org.uk.

May 2022