



## **Privacy Notice – Job Applicants**

### **Who are we?**

The Council for the Curriculum, Examinations and Assessment (“CCEA”) is a "controller" in relation to personal data. CCEA is a legal entity (“CCEA”, “we” “us”) which includes CCEA Regulation.

### **What is the purpose of this document?**

This Privacy Notice is for Job Applicants.

We are responsible for deciding how we hold and use personal information about you. This document provides you with certain information that must be provided under the UK General Data Protection Regulation (UK GDPR).

### **Data protection principles**

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

### **The kind of information we hold about you**

We process personal data relating to data subjects who apply for jobs with CCEA in order to assess skills, qualifications, and suitability for the role, carry out background and reference checks, where applicable, communicate with applicants, keep records related to our recruitment processes and to comply with legal or regulatory requirements (for example to prevent discrimination during our recruitment process or employ someone who does not have the right to work in the UK).

The personal data may include the following:

- The information you have provided to us in your application form including name, title, address, telephone number, email address, date of birth, gender, employment history, qualifications.
- Any information you provide to us during an interview, assessment centre etc and the results of any written or online selection tests.
- As part of the recruitment process, we may also collect, store and use special categories of more sensitive personal information for example information about your race or ethnicity, religious beliefs, sexual orientation and political opinions as well as information about your health, including any medical condition, health and sickness records and information about criminal convictions and offences.

### **How is your personal information collected?**

We will collect data from a range of sources including directly from you, recruitment agencies involved in the recruitment and named referees from whom we will seek references if an application is successful.

This information may be provided and processed in hard copy format or electronically. We will only request and process such information as is necessary to carry out the job application function. We will not disclose it to anyone else unless we are required to by law.

### **How and why we use your personal data**

Under data protection law, we can only use your personal data if we have a proper reason, eg:

- where you have given consent;
- to comply with our legal and regulatory obligations;
- for the performance of a contract with you or to take steps at your request before entering into a contract;
- for us to perform a task in the public interest or for our official functions; or
- for our legitimate interests or those of a third party.

A legitimate interest is when we have a business or commercial reason to use your personal data, so long as this is not overridden by your own rights and interests. We will carry out an assessment when relying on legitimate interests, to balance our interests against your own.

The table below explains what we use your personal data for and why.

What we use your personal data for	Our reasons
Administering the Job Application process.	<ul style="list-style-type: none"><li>• to comply with our legal and regulatory obligations;</li><li>• for the performance of a contract with you or to take steps at your request before entering into a contract;</li><li>• for us to perform a task in the public interest or for our official functions; or</li><li>• for our legitimate interests or those of a third party.</li></ul>
Gathering and providing information required by or relating to audits, enquiries or investigations by regulatory bodies.	To comply with our legal and regulatory obligations (for example under Section 75 of the NI Act 1998).

### **Automated decision-making**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

### **Data sharing**

We will only share your personal information in order to comply with our legal and regulatory obligations (for example under Section 75 of the NI Act 1998).

### **International Transfers**

We will not transfer your personal data to countries outside the UK for processing purposes.

### **Data security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, contractors and other third parties who have a legitimate business requirement. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security incident/breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## Data retention

### How long will you use my information for?

We will keep personal data only for as long as necessary to fulfil the purposes for which we are processing your personal information unless the law permits or requires longer. For more information on the retention and disposal of documentation please see CCEA's Records Management Policy: [Records Management Policy | CCEA](#).

### Personal Information - Your Rights

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.  
If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please do not hesitate to contact us.
- **Right to withdraw consent**  
If you have provided us with a consent to use your personal data you have a right to withdraw that consent easily at any time. Withdrawing a consent will not affect the

lawfulness of our use of your personal data in reliance on that consent before it was withdrawn.

### **Data protection officer**

We have a designated Data Protection Officer (DPO) to oversee compliance with this Privacy Notice. If you have any questions about this Privacy Notice or how we handle your personal information, please contact the DPO. Our DPO's contact details can be accessed using the link: [Data Protection Act 2018 | CCEA](#)

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO) who is responsible for data protection issues in the UK. The UK's Information Commissioner may be contacted using the details at <https://ico.org.uk/make-a-complaint> or by telephone: 0303 123 1113.

### **Changes to this Privacy Notice**

This Privacy Notice was last updated in August 2023.

We may change this Privacy Notice from time to time – when we do we will inform you via our website.