



Privacy Notice – Learners

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 Learners.

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 those learners who enter for a CCEA qualification or take qualifications regulated by CCEA Regulation. This includes taking a CCEA or a CCEA regulated examination, completing coursework and assessments. CCEA processes information regarding examination and assessment arrangements, the provision of results and the permanent record of these results.

The personal data may include the following:

- Name.
- Candidate number for examinations and ULN (Unique Learner Number).
- Date of birth.
- School, college or training organisation you registered with for your examination(s) and assessment(s).
- Subjects and levels entered for examination and assessment.
- Performance information such as examination and assessment marks and/or grades.
- Applications for enquiries, appeals and special consideration/access arrangements information (if applicable) and complaints – this may include information we consider 'sensitive' as it may be information that your school, college or training organisation feels we need to know when considering examinations and assessments. For example, there may be medical information that is important when it comes to your results.
- Proof of identity information (for the purposes of processing Subject Access Requests and using the Results Registry services, for example).

How is your personal information collected?

Your personal information is shared with CCEA by your school, college or training organisation. In the case of external candidates, personal information may be shared directly with CCEA by you.

We may also collect data from you when you use our website, interact with us through social media, email, post, phone or in person.

We will only disclose it to anyone else to comply with our legal/regulatory obligations or for our legitimate interests or those of a third party. For example, we will not disclose your examination or assessment information with anyone other than your centre or with you (we may need parental/guardian consent for this).

There may be occasions where we take photographs or video footage (for example, we may do this at CCEA events or award ceremonies). We may wish to use the photographs or video for use on our website or in documents we produce. At any time, we take your photograph/video footage we will ask for consent from you or your parent/guardian (if applicable). We will not put photographs or video footage of you on social media, in any of our publications or on our website without having consent to do so.

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
Delivering academic qualifications, including the collection, marking and grading of exam scripts, delivering of examination results to learners, maintaining a permanent record of examination results, the issuing of awards and certificates.	<ul style="list-style-type: none">• 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.
Investigating allegations of malpractice in relation to the sitting of exams.	<ul style="list-style-type: none">• 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.
Ensuring that special consideration and access arrangements are available to those with specific requirements.	<ul style="list-style-type: none">• to comply with our legal and regulatory obligations.

What we use your personal data for	Our reasons
Handling enquiries, complaints and appeals regarding learners.	<ul style="list-style-type: none"> • 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.
Capturing your data at events you may attend either hosted by CCEA or where CCEA is present eg photographs.	<ul style="list-style-type: none"> • consent.
Preventing and detecting fraud against you or us.	<ul style="list-style-type: none"> • for our legitimate interest.
Conducting checks to verify your identity.	<p>depending on the circumstances:</p> <ul style="list-style-type: none"> • for the performance of a contract with you or to take steps at your request before entering into a contract; • to comply with our legal and regulatory obligations; • for our legitimate interests.
Gathering and providing information required by or relating to audits, enquiries or investigations by regulatory bodies.	<ul style="list-style-type: none"> • to comply with our legal and regulatory obligations.

Automated decision-making

We may, on occasion, carry out some automated processing in respect of your personal data. CCEA, by necessity, uses automated processing only where necessary to effectively process large volumes of data involving large numbers of candidates. In doing so, CCEA ensures that there is a satisfactory and meaningful level of human intervention at all key stages in any automated decision-making process ensuring that the process does not amount to solely automated decision making. An example of this is the process for lower tariff special consideration applications which may involve automated processing in the early stages of the application.

Communications

We may contact you for marketing and communication purposes to raise awareness and share further information on our educational resources and services (including the CCEA website). We will only do this if you opt-in to receive these types of communications. You are free to amend your preferences at any time and we will respect this.

Data sharing

Why might you share my personal information with third parties?

We may share your examination and assessment results with universities. We do this through sharing your information with the Universities and Colleges Admissions Services (UCAS), Central Applications Office (CAO) in Galway, University of Ulster, St Mary's Teacher Training College and the College of Agriculture, Food and Rural Enterprise (CAFRE). This helps them process offers for university places.

We may also need to share your data if we discover something in an examination, assessment or through social media. An example might be where someone has written something that gives us cause for concern for their health, safety and wellbeing. We do this because we have a duty to care for that person's wellbeing under legislation called the Children (Northern Ireland) Order 1995. In these cases, we will give the school, college or training organisation the information and we will ask them to deal with it as they feel appropriate. We will not ask them how they have dealt with it or what happened. Another example might be where someone has not followed the rules of the examination or assessment, for example, copying the work of others. These cases are known as malpractice cases and we have to notify your school/college/training organisation of this.

International transfers

Countries outside the UK have differing data protection laws, some of which may provide lower levels of protection or privacy. It is sometimes necessary for us to transfer your personal data to countries outside the UK for processing purposes. In those situations we will comply with applicable legislation designed to ensure the privacy of your personal data.

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 and data protection laws.

We have put in place procedures to deal with any suspected data security incident/breach and we 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 example, we are required to retain your examination results so that a permanent and independent record of your results exists. For more information on the retention and disposal of documentation please see CCEA's Records Management Policy on our website at: [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 following 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 to 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.