**Qualification Entries & Access Arrangement Applications**

**Information About You and It Is Used**

You have been entered for general or vocational qualifications such as Entry Level, GCSE, functional skills qualifications etc, with one or more of the awarding bodies listed below.

We may process online applications for access arrangements for you. Access arrangements take account of one or more of the following impairments when you take an examination/assessment; your learning difficulty, medical condition, physical disability or sensory impairment.

In order to be able to provide examinations and assessments, the awarding body needs 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 of what happens to that information. For more detail see each awarding body’s full Privacy Notice:

AQA - https://www.aqa.org.uk/about-us/privacy-notice

NCFE - https://www.ncfe.org.uk/qualifications/customer-support/legal-information/privacy-notice/

Cambridge OCR - https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/

Pearson - https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html

WJEC/Eduqas - https://www.eduqas.co.uk/home/privacy-policy/

Each awarding body is a separate organisation. Manor Green College will be able to confirm to you which awarding body is delivering each qualification you are undertaking.

**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, date of birth and your school or examination centre. It also includes information about your gender, post code, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination 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 below).

**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 may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

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

You will find further, technical information about what to 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 above) or by contacting the awarding body (see below).

**Your rights**

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. 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.

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.

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.

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 above) or by contacting the awarding body (see below).

**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 below).

**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.ico.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.

**Awarding Bodies**

**AQA**

Devas Street Manchester M15 6EX

www.aqa.org.uk

**NCFE**

Q6 Quorum Business Park Benton Lane Newcastle upon Tyne NE12 8BT

www.ncfe.org.uk

**Cambridge OCR**

The Triangle Building Shaftesbury Road Cambridge CB2 8EA

[www.ocr.org.uk](http://www.ocr.org.uk)

**Pearson**

80 Strand London WC2R 0RL

www.qualifications.pearson.com

**WJEC/Eduqas**

245 Western Avenue Cardiff CF5 2YX

www.wjec.co.uk