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Privacy notice for NFER Tests in Reading, Mathematics, Grammar & Punctuation and Spelling

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1 Why are we collecting this data?

NFER's Tests in Reading, Mathematics, Grammar & Punctuation and Spelling are age appropriate optional tests for years 1 - 6 to help monitor pupil attainment and progress. NFER collect contact details from schools for the purpose of fulfilling orders for tests. NFER is the Data Controller for this data.

2 What is the legal basis for processing activities?

The legal basis for the processing activities is to enable the performance of a contract (GDPR article 6(1) (b)).

3 How will personal data be obtained?

Schools will provide data to NFER via an order form, either online or as a downloadable PDF.

4 What personal data is being collected by this project?

Contact name, telephone number and email address of the person ordering the tests on behalf of the school.

5 Who will personal data be shared with?

Personal data will not be shared with any other third parties. However NFER will host the data on Dudobi servers within the UK.

6 Is personal data being transferred outside of the European Economic Areas (EEA)?

No personal data is stored or transferred outside of the EEA.

7 How long will personal data be retained?

Data is not kept longer than is necessary and is deleted in accordance with NFER's internal policy.

8 Can I stop my personal data being used?

NFER handles your personal data in accordance with the rights given to individuals under data protection legislation. If at any time you wish us to withdraw your data or correct errors in it, please contact products@nfer.ac.uk. In certain circumstances, data subjects have the right to restrict or object to processing. They also have the right to make a subject access request to see all the information held about them. To exercise any of these rights, please contact our Compliance Officer: compliance@nfer.ac.uk

9 Who can I contact about this project?

Any queries please contact products@nfer.ac.uk. If you have a concern about the way NFER processes your personal data, we request that you raise your concern with us in the first instance (compliance@nfer.ac.uk). Alternatively, you can contact the Information Commissioner's Office, the body responsible for enforcing data protection legislation in the UK, at <http://www.ico.org.uk/concerns>.

10 Updates

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. The date when this privacy notice was last updated is shown in the footer at the bottom of this document.