

## Supported marking service for Year 2-9 Numerical Reasoning Tests 2020 Privacy Notice

### Who is responsible for deciding how your information is processed?

Welsh Government has sub-contracted NFER to provide a supported marking service for the Year 2-9 Numerical Reasoning Tests. This support consists of marking sessions for schools, consortia training events and post-event online support for practitioners attending sessions. NFER, as data controller, processes your personal data to help it provide these services.

### What will we do with the information you provide to us?

All of the information you provide will only be used for the purpose of the supported marking service.

We will not share any of the information you provide with third parties for marketing purposes or store any of your data outside of the European Economic Area (EEA).

All the information you provide will be held securely by NFER, and the third party survey provider, whether the information is in electronic or physical format.

### What information do we ask for, and why?

We collect and process your contact details, school name and any special requirements (for example, dietary or access). This makes it possible for us to provide you with details about the services and access to the post-event online support, and ensure that your needs are met at our events.

We do not collect more information than is necessary to fulfil our stated purposes and we will not retain it for longer than is necessary.

### What is the legal basis for processing activities?

The legal basis for processing personal data is covered by:

GDPR Article 6 (1) (f) which states that 'processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interest are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of the personal data'.

Our legitimate interest for processing your personal data is to ensure we can deliver the supported marketing service, enabling us to make all the necessary arrangements for the project.

When informing us about any dietary, access and other special requirements you may share special category data (for example about your health) with us. The legal basis for processing special category type of data is covered by GDPR Article 9 (2) (a) which states that 'the individual has given clear consent for you to process their personal data for a specific purpose'. Consent will be obtained at the time you provide any special data.

## How will personal data be obtained?

The personal data will be obtained directly from you through our online registration survey using the Questback survey tool and paper-based registration forms.

## Who will the personal data be shared with?

The survey is hosted by our third party provider, Questback.

We will share necessary information with the event venue that you are attending.

## Is personal data being transferred outside of the European Economic Area (EEA)?

None of your data is stored or processed outside of the EEA.

## 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. All records will be kept for 6 months following the close of the project the data was collected for.

## Your rights

NFER handles your personal data in accordance with the rights given to individuals under data protection legislation;

Under data protection legislation, you have the right:

- to be informed of the personal data we hold
- to access the data we hold
- to require us to rectify inaccuracies in that data
- to (in certain circumstances) object to or restrict processing
- for (in certain circumstances) your data to be 'erased'
- to (in certain circumstances) data portability.

## Can I stop my personal data being used?

If at any time you wish us to withdraw your data or correct errors in it, please contact Tom Kirkup on [WGSM@nfer.ac.uk](mailto:WGSM@nfer.ac.uk).

## Who can I contact about this project?

NFER is responsible for the day-to-day management of this project. Please contact Tom Kirkup on [WGSM@nfer.ac.uk](mailto:WGSM@nfer.ac.uk) with any queries. If your query is in relation to a data protection matter please contact our compliance officer on [compliance@nfer.ac.uk](mailto:compliance@nfer.ac.uk) .

If you have a concern about the way this project processes personal data, we request that you raise your concern with us in the first instance (see the details above). Alternatively, you can contact the Information Commissioner's Office, the body responsible for enforcing data protection legislation in the UK, at <https://ico.org.uk/concerns/>.

## 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.