
Privacy Notice for Ofqual KS4 National Reference Test 2024; Markers

The National Foundation for Educational Research (NFER) holds and processes data about you to administer your contract for marking the 2024 Office of Qualifications and Examinations Regulation (Ofqual) KS4 National Reference Test.

Who is responsible for deciding how your information is processed?

NFER is the data controller and determines how your personal data is processed.

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

All of the information you provide will only be used for the administration of your contract and work with us, to fulfil legal/ regulatory requirements if necessary and to maintain the marker register.

Your contact details and information about your performance (quality audit information) are retained in the NFER database. NFER use the quality audit information to monitor marking performance, which may be taken into account in future marker recruitment exercises.

At the end of the marking period, we ask markers and supervisory markers to complete a feedback survey about your marking experience. This information is used to help us improve future marking exercises.

All the information you provide will be held securely by NFER whether the information is in electronic or physical format.

What information do we ask for, and why?

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.

The following type of personal data is held on the National Reference Test (NRT) Marker Register:

- name
- title
- address
- telephone number and email

- previous marking experience and performance
- previous experiences in teaching and marking mathematics or English.

Information about your previous marking experience and performance will be used in the recruitment process.

To be offered work on these projects, you must successfully complete a number of checks. We are required to confirm your identity, right to work in the UK, and assurance as to your trustworthiness, integrity and reliability. You will therefore be required to:

- provide proof of your identity
- evidence of a satisfactory DBS check or equivalent at the appropriate level for this role
- confirm that you are not on the barred teachers' list or have any pending judgements
- provide references (if you are a new marker) who will be contacted.

If these are completed successfully and you are offered a contract, you will also be asked for:

- bank and tax status details to process salary payments
- dietary, access and other special requirements that we would need to take into account when organising face to face marker training events.

What is the legal basis for processing activities?

The legal basis for processing personal data, set by NFER the data controller, is covered by GDPR Article 6 (1) (b) which is that processing is necessary for the performance of our contract with you.

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'.

How will personal data be obtained?

NFER receives your personal data directly from you through the completion of an online application form, or when you provide us with your bank details etc. and any special requirements and other necessary details directly from you.

Who will the personal data be shared with?

In the interests of transparency and accountability, NFER may be required to share markers' experience collected via your application form with Ofqual.

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Dietary, access and other special requirements may be shared with authorised third parties, for example providers of accommodation, when organising face to face marking events.

We will not share any of the information you provide with third parties for marketing purposes.

The application form and feedback surveys will be managed and run using Questback software. Their privacy policy can be found here:

https://www.questback.com/assets/uploads/Survey_Privacy_Policy.pdf

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

None of your data is stored or processed outside of the European Economic Area (EEA).

How long will personal data be retained?

Contractual and payroll data will be kept for 7 years in accordance. Other information will be deleted when you stop being an NFER marker.

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 the OFMT marking team by email at OFMTmarking@nfer.ac.uk

In certain circumstances, data subjects have the right to restrict or object to processing. They also have the right to see information held about them. To exercise these rights, please contact our Compliance Officer at compliance@nfer.ac.uk

Who can I contact about this project?

NFER is responsible for the day-to-day management of this project. Contact Guvi Chohan, by email at OFMTmarking@nfer.ac.uk with any queries.

If you have a concern about the way these projects process personal data, we request that you raise your concern with NFER in the first instance. If you remain dissatisfied, you can contact [the Information Commissioner's Office](#), the body responsible for enforcing data protection legislation in the UK.

Updates

We keep this privacy notice under review to make sure it is up to date and accurate and any changes will be noted.