

CCEA Exceptional Circumstances Privacy Notice for Students: Summer 2021 Awarding

After announcing that Summer 2021 exams would be cancelled, the Minister of Education, Peter Weir MLA, issued a [direction](#) requiring CCEA to put in place alternative awarding arrangements. The [alternative arrangements](#) we have developed will require us to process some personal data shared with us by centres. We understand that you may be concerned about how and why your personal data is used.

This Exceptional Circumstances Privacy Notice sets out how CCEA may seek to process information about you as a result of the Summer 2021 alternative awarding arrangements put in place because of COVID-19.

If you have any questions about this Privacy Notice, please contact our Data Protection Officer at dataprotectionofficer@ccea.org.uk

How will CCEA process and use personal data?

In processing personal data, CCEA must comply with the UK General Data Protection Regulation (GDPR).

CCEA will process the minimal amount of information required to award fair and robust grades to all students entered for CCEA qualifications in Summer 2021. We will keep the information that we process only for as long as is necessary and where there is a defined business need to keep it. The processing will not involve automated decision making, profiling, or artificial intelligence processing.

CCEA may need to share your personal information with regulatory authorities. We must also share candidate data with universities and colleges, as well as UCAS and CAO, as part of the entry process. For certain courses and qualifications, we may also share candidate data with the Department of Education and the Department for the Economy. We will take appropriate steps to ensure data quality through quality assurance processes.

What personal data will CCEA process?

We will process data for students entered for all CCEA accredited qualifications. Your centre will use a range of evidence to develop your Centre Determined Grade (CDG) for each subject and will forward these CDGs to CCEA. For us to be able to award your grades in Summer 2021, your centre will need to provide us with the following information:

- your name;
- your date of birth;
- your candidate number and Unique Learner Number;
- the school, college or training organisation you are registered with as your centre;
- the subjects and levels you have entered; and
- your CDG for each subject you have entered.

CCEA may also receive and process additional personal information in the 'Review of Evidence and Award' and 'Post-Award Review Service' steps that are part of the alternative awarding process in Summer 2021. This may include your centre making available to CCEA used to develop your CDG for a qualification, if requested, to enable us to review the CDGs awarded. It may potentially include special category information such as medical evidence (in limited circumstances).

What is CCEA's legal basis for processing your personal data?

CCEA will process information relating to all learners entered for Summer 2021 Awards at the Pre-Award and Award stages (Steps 1-3) and will process information relating to those candidates selected for involvement in Step 4 and those candidates who request a review in Step 5 as this may potentially include special category information such as medical evidence (in limited circumstances). The legal basis for processing this data is based on Article 9 (2) (6) of the UK

GDPR; processing necessary for reasons of substantial public interest. In specific, the processing meets the substantial public interest condition set out at Schedule 1, Part 2 (6) of the Data Protection Act 2018. We will process your data in compliance with Article 6(1)(e) of the UK GDPR, on the basis that the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in CCEA.

It will be necessary to process some special category data, for example, information about individual candidates' health, including disabilities and special needs. The legal basis for processing this data is based on Article 9 (2) (6) of the UK GDPR: processing necessary for reasons of substantial public interest. In specific, the processing meets the substantial public interest condition set out at Schedule 1, Part 2 (6) of the Data Protection Act 2018. There is a substantial public interest in ensuring that the alternative awarding process is fair and does not disadvantage candidates with illness, disability or special needs. If a review is requested at Step 5, CCEA will process your data in compliance with Article 9 (2) (6) of the UK GDPR; processing necessary for reasons of substantial public interest.

We have carried out and published a Data Protection Impact Assessment (DPIA) which:

- describes the processing of personal data;
- assesses the need for and extent of the processing;
- addresses the risks to the rights and freedoms of individuals resulting from the processing; and
- determines the measures we can put in place to address any risks identified.

Fairness and transparency

We are working hard to ensure we adhere to the principles of fairness and transparency and enable you to understand the processes we have put in place for Summer 2021 awarding.

The principle of **fairness** means that we must consider how the processing of your personal data may affect you. We also need to handle your data in ways that you would reasonably expect or explain why any unexpected processing is justified. **Transparency** is about being clear, open and honest with people about how and why personal data is processed. We want to ensure you are not surprised by the processing of data that takes place.

Your rights

For details of your rights and how to exercise them, please see our main [Privacy Notice](#) at www.ccea.org.uk

You can contact CCEA's Data Protection Officer at dataprotectionofficer@ccea.org.uk

You can also complain to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

T: 0303 123 1113