

Privacy Policy

Introduction

NCC Education takes your privacy seriously and your rights are protected by the General Data Protection Regulations ((EU) 2016/679) and any national implementing laws, regulations, secondary legislation and associated codes of practice.

This policy explains what types of personal information will be gathered when you visit the NCC Education's Virtual Learning Environment (<https://vle.nccedu.com/>) and how this information will be used.

What information is collected?

Some web pages will ask for limited personal information so that NCC Education can respond to a request from you. NCC Education may store this information manually or electronically and it will be kept for as long as is necessary, in order to fulfil the service provision. By supplying this information, you are giving consent to NCC Education to store and use this information for the purposes for which it was provided. Any transmission of information is at your own risk. Once NCC Education has received your information, we will use strict procedures and security features to prevent unauthorised access.

The NCC Education website also automatically collects information about the name or network address of the computer making the request. This information is used for system administration, for bug tracking and for producing usage statistics.

There is a separate cookie policy which details which cookies NCC Education uses and how to disable them (in the footer of NCC Education's Virtual Learning Environment).

How is this information used?

All personal information collected by NCC Education, whether directly from you or via your centre, is stored and processed in accordance with Data Protection legislation.

The personal information you give to NCC Education will only be used to fulfil NCC Education's contractual obligations in awarding qualifications. NCC Education will only share your details within the company for the purpose of providing our educational services to you. NCC Education will not share your details with any third parties unless NCC Education has your explicit consent.

NCC Education will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

1. Personal data relating to the name(s), date of birth, gender, unique candidate identifier (UCI) and unique learner number (ULN) of an individual candidate will always be collected by NCC Education for the purposes of examining and awarding qualifications. In some cases additional information will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered NCC Education examination centres in the context of examination registrations and/or certification claims.

3. Such data collected will not be used by NCC Education other than for the administration of the examinations process, conducting assessments and the certification of results claims

4. Personal data within candidates' work will be collected and processed by NCC Education for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. In order for NCC Education to achieve this, some personal information may be transferred to third parties such as markers and moderators, who may reside outside the European Economic Area.

5. NCC Education may be required to provide a candidate's personal data to educational agencies such as Department for Education, Welsh Government, Regulatory authorities such as Ofqual, Universities College Admissions Services, Local Authorities, and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the UK awarding bodies for statistical and policy development purposes.

6. Some of the information candidates supply will be used by the UK Education and Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record. The Education and Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's centre, UK Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at: <https://www.gov.uk/government/organisations/education-and-skills-funding-agency>

7. NCC Education is obliged to disclose the information that they hold about data subjects, (e.g. the candidates) within 30 days of receiving a formal request for disclosure. Candidates should make an application to NCC Education's Data Protection nominee (dataprotection@nccedu.com). Where requested, NCC Education will provide you with a readable copy of the personal information which NCC Education holds about you but, for confidentiality purposes, NCC Education will require proof of identity before supplying you with this information.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or legal guardian.

For a general overview of the purposes for which NCC Education processes personal data, please see its entry on the public Register of Data Controllers, available on the Information Commissioner's website at: <https://ico.org.uk/ESDWebPages/Entry/Z9775896>

How is this information stored?

Information sent to NCC Education via the NCC Education Virtual Learning Environment website will normally be stored on NCC Education's secure servers, but may also be kept securely in paper format. NCC Education does work with third party contractors, some of whom host and operate certain features of the website.

The data that NCC Education collects may be collected in or transferred to a destination outside the European Economic Area ("EEA"). By submitting your personal information, you agree to this transfer, storing or processing. Countries outside the EEA do not always have strong data protection laws, however, NCC Education will take all steps reasonably necessary to ensure that your personal information is treated securely and in accordance with this Privacy Policy.

The personal information may also be processed by NCC Education staff operating outside the EEA.

When will personal information be disclosed by NCC Education?

NCC Education may disclose your personal information to third parties if NCC Education has a duty to disclose or share such information in order to comply with any legal obligation

How long will personal information be kept by NCC Education?

NCC Education will keep your information for as long as is necessary for NCC Education to fulfil the purposes that are described in this policy. The NCC Education Data Retention Statement, (<http://www.nccedu.com/policies-and-procedures/>) explains the length of time NCC Education, as the Data Controller, will store a student's personal data.

Because NCC Education IT systems are maintained to protect from accidental or malicious loss and destruction, residual copies of your personal information may not be removed from NCC Education's backup systems for a limited period of time.

What if personal information is incorrect?

Should the information NCC Education holds about you be incorrect, you can change and update your personal information and you can have your information corrected by contacting NCC Education at dataprotection@nccedu.com

What about access to personal information?

You have the right to have access to the personal information which NCC Education holds about you by emailing dataprotection@nccedu.com Where requested, NCC Education will provide you with a readable copy of the personal information which we hold about you but, for confidentiality purposes, NCC Education will require proof of your identity before supplying you with this information.

For any queries about the Privacy Policy, or data protection generally, please contact dataprotection@nccedu.com

If you are concerned about how your information is used, please contact NCC Education at FAO Data Protection, NCC Education Ltd, The Towers, Towers Business Park, Wilmslow Road, Didsbury, Manchester M20 2EZ, England, UK. Alternatively you have a right to complain to the Information Commissioner's Office.

V3 September 2019.

Registered Office NCC Education Ltd The Towers
Towers Business Park Wilmslow Road Didsbury
Manchester M20 2EZ
England.

Registration No.2665165. Registered in England and Wales