2

What happens to the information about you
The awarding bodies use the information about you to deliver the examinations and assessments
which you have entered. This includes making a variety of arrangements for you to sit the
examinations or assessments, marking, providing you and your school or centre with results and
certificates. The awarding bodies also use some of the information about you for equality monitoring
and other statistical analysis.
The awarding bodies may share information about your results with official bodies such as the
Department for Education and the examinations regulators (eg Ofqual in England) and also relevant
local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body
may also use information about you to investigate cheating and other examination malpractice and
will share information about malpractice with other awarding bodies.
The awarding bodies take the security of the information about you that they hold seriously.
You will find further, technical information about what to the awarding bodies do with information
about you, why and the legal basis in the awarding bodies’ full Privacy Notice, which can be accessed
here (see links on page one) or by contacting the awarding body (see above).
Your rights
The law gives you a number of rights in relation to the information about you that the awarding
bodies holds. Those rights are:
x Access – you are entitled to ask each awarding body about the information it holds about
you.
x Rectification – you are entitled to ask each awarding body to correct any errors in the
information that it holds about you.
x Erasure – in certain circumstances you are entitled to ask each awarding body to erase the
information about you that it holds.
x Object to or restrict processing – in certain circumstances you are entitled to ask each
awarding body to stop using information about you in certain ways.
x Complain – you are entitled to complain to the Information Commissioner (the body
regulating the use of personal information) about what each awarding body does with
information about you.
You will find further information about your rights in relation to information about you in the awarding
bodies’ full Privacy Notice, which can be accessed here (see links on page one) or by contacting the
awarding body (see above).
How long the information about you is held
Each awarding body retains information about you only for as long as it is needed. Some of the
information is needed only during the period in which you are undertaking the examination or
assessment and is securely destroyed a short while afterwards. Other information about you, such as
your name, gender, address, qualification and subjects entered
your

3
How to find out more about the information about you that the awarding bodies use
To find out more about the information about you that the awarding bodies