**Extract from the Introduction of the Cambridge Handbook 2019 (UK), Pages 9 – 10**

C7 We take the protection of personal data seriously. In this section, ‘processing’, ‘personal data’ and ‘sensitive personal data’ have the meanings given to them in the Data Protection Act 2018, and are referred to as Candidate Data.

C7.1 You must make sure that all your candidates (if 16 or over) and their parents/guardians understand that we will use their personal data (for example, their name, candidate number and where relevant video evidence of a candidate’s performance) for the purposes of delivering our qualifications through your centre, including processing exam entries and results, marking exam scripts, issuing certificates, processing enquiries about results and investigating cases of malpractice. You must also make sure that when applications for access arrangements, special consideration or the withdrawal of entries are made, candidates (if 16 or over) and their parents/guardians understand that we will use their sensitive personal data for the purposes of processing these applications, and you must obtain their consent for such use. You must make sure that you keep a record of the consent given, even if that consent is only given orally. That record must be made available to us when we ask for it.

C7.2 You must make sure that all your candidates (if 16 or over) and their parents/guardians understand that we will process their personal data for the following legitimate business purposes:

1. to carry out research, standards setting and other activities that are related to the business of delivering qualifications (including assessments), all of which are aimed at ensuring the delivery, as well as integrity, of our qualifications and the protection of candidates
2. (to understand the needs of candidates and other users of our qualifications and carry out marketing (although we will not contact candidates/parents by email without first seeking their consent)
3. to provide training to those involved in the provision of educational services in relation to our qualifications, for example, teachers and examiners
4. for internal business purposes, including managing our risks, protecting the security of personal data in our possession and carrying out internal record-keeping and audits
5. to share the personal data with other parts of our organisation, including the University of Cambridge, and agents and representatives (for example, examiners, consultants and sub-contractors), which process the personal data on our behalf for the purposes described in this handbook
6. to share the personal data with the Universities and Colleges Admissions Service (UCAS) and other universities in order to facilitate the candidate’s relevant application
7. to comply with applicable law or a court order or governmental regulation or for the purpose of any criminal or other legal investigation or proceeding here or abroad.

C7.3 must make sure that candidates or their parents/guardians, as appropriate, understand that Cambridge International may use anonymised data (that is, data that does not identify a candidate) and pseudonymised data (that is, data that is anonymous to the people who receive it) for research purposes, and may share that data with third parties, also for research purposes. The third-party recipients of Candidate Data are required to abide by strict data protection principles in their handling of the data and are also bound by a duty of confidentiality.

C7.4 You must make sure that all candidates or their parents/guardians, as appropriate, understand that Cambridge International may transfer Candidate Data outside of the European Economic Area (EEA), for example for the processing of entries and results, and to provide customer services support. Such transfers of data are conducted in accordance with the Model Contractual Clauses approved by the European Commission.