

# SQA Privacy Statement

The Scottish Qualifications Authority (SQA) is a public body, created under the Education (Scotland) Act 1996.

The nature of our relationship with you will determine what personal information we collect about you and how we use it.

Further detail for each relationship is set out on our [web site](#).

## **Below is the information that relates to candidates**

### What information do we collect about you?

If you are studying for, or have undertaken an SQA qualification, we will collect information about you. The types of information we collect include:

- personal details, for example, name, address, date of birth, email address, telephone number
- Scottish Candidate Number (SCN)
- attainment details including grades, bands and marks
- examination scripts
- assessment evidence/materials
- special arrangement requirements, where applicable
- requests for post results services and exceptional circumstances, where applicable

For certain types of qualifications, we may collect other information about you. This will vary depending on the type of qualification. More information is included in the sections for these qualifications.

### How do we collect your information and what do we use it for?

We collect information about you from your school, college or training centre, your local authority, your examination scripts and other assessment materials and from SQA appointees such as markers and exam invigilators. We will also collect information directly from you when you use our website, register to use 'MySQA', or contact us to request a service such as the return of materials.

We use the information we collect about you:

- to make arrangements for you to undertake SQA examinations/assessments including putting in place assessment arrangements where requested
- to mark and grade SQA examinations/assessments
- to award and issue your SQA certificate
- to maintain a record of your attainment
- to deliver services that you have requested, including MySQA and our Post-results Service
- to respond to enquiries or complaints
- to investigate cases of possible misconduct
- to manage child and adult protection concerns
- to contact you directly – this will only occur in specific circumstances such as during investigations or the closure of your centre
- for statistical and research purposes
- to monitor standards over time and for quality assurance purposes

## Legal basis for processing your information

We use and share your information:

- to perform our functions and duties under in the Education (Scotland) Act 1996
- to carry out tasks in the public interest
- to comply with other legal obligations
- with your consent, where we have asked for and you have given it
- to perform or in connection with a contract

Any information that we collect about you which is special category data, such as health information, is used:

- to perform our functions and duties under in the Education (Scotland) Act 1996
- to carry out tasks in the public interest and substantial public interest
- to comply with legal obligations

## Who do we share your information with?

We share your personal information with, and obtain information about you, from:

- Scottish Government, including government departments and non-departmental government bodies

- your local authority
- Universities and Colleges Admissions Service (UCAS)
- your school, college or training centre
- other public bodies with educational and vocational responsibilities including Skills Development Scotland (SDS)
- licensing bodies where this is required for registration purposes or, in cases where SQA does not hold up to date contact details, to communicate with you
- law enforcement and HM Revenue and Customs where necessary
- regulatory bodies where necessary
- Scottish Public Services Ombudsman (SPSO)
- organisations with whom we partner to deliver SQA accredited qualifications
- other service providers and third parties who we contract to support delivery of our services

## International

More information on when we transfer personal information and how we deal with it, is included in the International section.

## How long do we keep your information?

We keep your information only for as long as we need it to support us in carrying out our functions, legal and/or regulatory responsibilities. This will vary depending on the circumstances. Details about how long we keep your information are available in [SQA's record of processing](#).

## What are my rights?

### Access to your information

You have the right to ask us for a copy of the information that we hold about you. [More information about how to do this.](#)

### Correcting your information

We always want to make sure that your information is accurate, complete and up to date. You can ask us to correct any information about you that you believe is incorrect or incomplete.

### Deletion of your information

You have the right to ask us to delete information about you if:

- you think that we have kept it longer than we need to
- we are using your information with your consent and you withdraw it - see 'Withdrawing consent to using your information' below
- you have objected to our use of your personal information - see 'Objecting to how we use your information' below
- SQA is using your information unlawfully

### **Objecting to how we use your information**

You have the right to ask us to stop using your information to:

- send you marketing materials
- carry out some of our public roles and functions
- carry out research

If you object to us sending you marketing material, we will stop this as soon as you contact us. Where we use your information to carry out some of our public roles and functions, or for research, we may not stop using it if we have a justified reason to continue doing so, even if you object.

### **Restricting how we may use your information**

You have the right to ask us to restrict how we use your personal information in certain circumstances. For example, where you have asked us to check the accuracy of your information or where we no longer need your information, but you would like us to keep it to help you make a legal claim.

### **Withdrawing consent using your information**

Where we have asked for your consent to use your personal information, and you have given it, you can withdraw that consent at any time. Once you have withdrawn your consent, we will stop using your personal information for that purpose(s).

Please contact us in any of the ways set out in the *Contact us* section if you would like to request any of the above.