

## **How your personal Information is used by exam.net to facilitate the use of web based devices for assessments and exams.**

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Here at Midlothian Council, we take your privacy seriously. Under the Data Protection Act 2018, you have a right to know how we collect, use and share your personal data. This privacy notice explains the information we need in order to carry out Educational Psychology services. This activity is part of the Education Service provided by Midlothian Council. More information about the services provided can be found on our [Education Service privacy notice](#).

### **Our Privacy Promise**

**We promise to collect, process, store and share your data safely and securely.**

#### **What lets us collect your information?**

If your child uses a web based device for an assessment or exam we will be acting under some, or all, of the legislation noted below:

- Education (Scotland) Act 1980
- Standards in Scotland's Schools etc. Act 2000
- Children and Young People's Act 2014
- Education (Scotland) Act 2016
- Children (Scotland) Act 1995
- Equality Act 2010

#### **What kinds of personal data do we collect?**

The personal data we collect might include your child's name, school, subject of the exam, details of the timings, details of interactions, duration and content of a pupils' exam responses. If necessary, we will collect your child's SQA candidate number for the sole purpose of linking your responses to SQA exams. This is requirement from the SQA for all National Qualification exams.

#### **How do we collect your personal data?**

We collect your personal data in many different ways. You might give us your personal data yourself, by entering your information in a form on the Council website or by contacting a Council officer in person, in writing or over the phone. We might also receive your personal data from other agencies or local authorities. If we share information regularly with another organisation, the conditions for sharing your personal data are set out in an Information Sharing Agreement.

### **How do we use your personal data?**

The personal information we need to collect is required for the purpose below:

Where a pupil chooses to use a web-based device to complete assessments as part of their normal way of working, this data is essential for administering assessments securely and associating exam responses with individual students. Specific information is needed in relation to Exam.net to ensure the platform functions effectively and securely during closed assessments including those related to the SQA exam process.

### **Why do we share your personal data?**

The sharing of your child's personal data with exam.net is necessary for the exercise of the Council's Education function under the *Education (Scotland) Act 2016*.

### **With whom do we share your personal data?**

If necessary, we might share your personal data with other agencies and authorities, depending on the service being provided. We will only share your personal data if it is necessary to do so, and the appropriate conditions have been met.

We share your child's data with the software supplier exam.net in order for them to provide us services.

### **How long do we keep your personal data?**

Your personal data is kept in line with Midlothian Council's Retention Schedule. The retention schedule sets out the kinds of information the Council creates and uses, how long it should be kept, and what should be done with it at the end of its 'life'.

[Our Retention schedule](#)

### **Further Information**

You can also find out more about how we use your information to detect and prevent fraud or crime, information collected through our website, recorded telephone calls, CCTV, the rights you have under the Data Protection Act, and how to contact us by referring to the overarching [Midlothian Privacy Notice](#).