



PRIVACY NOTICE

for those schools who use the AQE Common Entrance Assessment or whose pupils sit the AQE Common Entrance Assessment

1. About AQE Ltd

The Association for Quality Education Limited will act as a data controller of the personal information you provide to us for the purposes of administering the AQE Common Entrance Assessments.

This privacy notice describes how we collect and use personal information about you and your school throughout the assessment process, in accordance with the GDPR. We are required under General Data Protection Regulation (GDPR) to provide you with these details.

This notice does not form part of any contract to provide you with services. We may update this notice at any time, but if we do so, we will update the notice held on our website as soon as is practically possible.

If you have any questions about this privacy notice, or how we handle personal information, please contact AQE Ltd, who will deal with your query. AQE Ltd can be contacted Unit 3, Weavers Court Linfield Industrial Estate Linfield Road, Belfast BT12 5GH or by telephone 028 9022 4002.

2. The Information we collect

- From AQE Member Schools, all the personal information provided to us on proforma containing relevant staff/member details (Principal, Examination Officer, AQE Member)
- From primary schools whose pupils sit the AQE test, all the Principal's personal information provided to us on the Issue of Results proforma

3. Retention of the information we collect

When you provide us with personal information we will keep the information for as long as necessary to comply with any statutory or legal obligations or for audit purposes.

In accordance with GDPR, AQE Ltd does not store personal information indefinitely; data is only stored for as long as necessary to complete the task for which it was originally collected.

4. What we do with your information

We use the information collected to contact schools with relevant information for the administration of the Common Entrance Assessment and to issue results.

AQE Ltd does not share or give any information to external companies for their own marketing purposes.

5. Correction and Access to details

You may wish to make an informal request to see the information we have for you. We will be happy to discuss these requests with you, but we will need to protect your confidentiality. We therefore may ask you to prove your identity or provide a written authority before making the information available to you.

If you want to update your information, for example provide us with a new address, please write to AQE Ltd.

6. How we store your data

We have put in place appropriate security measures to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your information to those employees who have a need to know. They will only process personal information on our instructions and they are subject to a duty of confidentiality.

The central database is held on a local server which is located in the AQE Ltd offices. The database is password protected, and the password is only available to those users (employees of AQE Ltd) who require access to it.

If you have any concerns regarding how your information is held, please contact AQE Ltd.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. The ICO's details are shown below:

The Information Commissioner's Office – Northern Ireland

3rd floor, 14 Cromac Place

Belfast BT7 2JB

Telephone 028 9027 8757