



PRIVACY NOTICE

for those applying for their son/daughter to 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 administrating the AQE Common Entrance Assessments.

This privacy notice describes how we collect and use personal information about you and your son/daughter 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

- All the personal information provided to us on the AQE Ltd application form;
- The school where your son/daughter will be sitting the AQE Common Entrance Assessments;
- Any information regarding Access requests, provided on the AQE Ltd Access Application Form. The decision made by the Access panel regarding the access request;
- Payment method – cash or cheque; and
- The scores obtained by your son/daughter from the three AQE Common Entrance Assessments. The final AQE score obtained by your son/daughter.

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 hold the information provided to us on the AQE Ltd application form on a central database which is the register of all those who have applied to sit the AQE Common Entrance Assessments for that year.

We use the information to allocate a school for your son/daughter to sit the AQE Common Entrance Assessment.

The following personal information is then sent to the allocated school in order for them to carry out administration tasks required for managing the three assessments:

Your son/daughter's name, application number, primary school, address and first contact name and phone number.

We enter the scores from the three assessments into the AQE Ltd database and this information is shared with the Standardised Score Administrator: application number, date of birth, scores from the three assessments. The Standardised Score Administrator then uses this information to standardise the score and provide AQE Ltd with the final AQE result.

This result is sent to you on results day, as well as to the school where your son/daughter sat the AQE assessments and to their primary school. You are asked to provide your consent for the final scores to be sent to these schools on the Application Form. This information is only sent to these schools, if your consent has been provided.

If you apply for access arrangements, information will be provided to the people who make up the access panel in order for them to make an informed decision. Only the information regarding your access application will be provided to the access panel.

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 or your son/daughter. 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, quoting the application number for your son/daughter.

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.

The paper application forms are stored in cabinets in the AQE Ltd offices, which are locked in the evening. The key for the cabinet is only available to those people who require access (employees of AQE Ltd).

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