



## THE BRITISH SCHOOL OF KUWAIT

### CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION (CAMBRIDGE INTERNATIONAL) DATA PROTECTION

The following information is adapted from section C7 of the *2019 Cambridge International Handbook (International Edition)*.

Cambridge International 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.

Cambridge International will use candidate personal data (for example, candidate name, candidate number and where relevant video evidence of a candidate's performance) for the purposes of delivering their qualifications through our centre, including processing exam entries and results, marking exam scripts, issuing certificates, processing enquiries about results and investigating cases of malpractice.

When applications for access arrangements, special consideration or the withdrawal of entries are made, candidates (if 16 or over) and their parents/guardians must understand that Cambridge International will use their sensitive personal data for the purposes of processing these applications, and must give their consent for such use. A record of this consent will be held by the centre.

Candidates (if 16 or over) and their parents/guardians must understand that Cambridge International will process their personal data for the following legitimate business purposes:

- i. 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 their qualifications and the protection of candidates.
- ii. to understand the needs of candidates and other users of their qualifications and carry out marketing (although they will not contact candidates/parents by email without first seeking their consent).
- iii. to provide training to those involved in the provision of educational services in relation to their qualifications, for example, teachers and examiners.
- iv. for internal business purposes, including managing their risks, protecting the security of personal data in their possession and carrying out internal record-keeping and audits.
- v. to share the personal data with other parts of their 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.
- vi. 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.
- vii. 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 in the U.K. or elsewhere.

Candidates or their parents/guardians, as appropriate, must 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.

Candidates or their parents/guardians, as appropriate, must 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.