



**NCER**<sup>CIC</sup>  
National Consortium for Examination Results  
*Community Interest Company*

## **NCER Privacy Notice**

This Privacy Notice is a requirement of the General Data Protection Regulations (GDPR). It formalises existing arrangements and you need take no further action. Please keep a copy on file for your records.

The Privacy Notice is also on the NCER website. If you have any queries, please contact NCER's Managing Director - Peter Richmond – ( contact details are provided below).

As required by GDPR, NCER is making member local authority contacts aware that they may opt out of communications and to see what information is being held about them. Again this formalises existing arrangements. Since one of the primary benefits of membership of NCER is the receipt of electronic communications, we do *not* expect members local authorities to opt out of communications, but we do want to make sure that all information we hold is correct.

The categories of information that we collect, process, hold and share are :

- personal information member authority contact details (name, work email address, work telephone number and work postal address)
- personal information for members of the Steering Group contact details (name, work email address, work telephone number and work postal address)
- personal information for NCER Associates contact details (name, work email address, work telephone number and work postal address)
- personal information for NCER Directors contact details (name, work email address, work telephone number and work postal address)

We use the member authority contact details to -

- inform members of system updates
- inform members of system developments
- inform members of the work of NCER CIC to enable us to carry out specific functions for which we are responsible

- inform members about financial information and invoicing

Collecting this information

Personal contact information is recorded when:

- 1) an LA officer gets set up with a Nexus Account
- 2) NCER CIC requests financial information for invoicing purposes

### **Storing this information**

We hold personal contact information securely either;

- 1) electronically within Nexus – main communication lists
- 2) electronically on Directors' PCs – key contact list

### **Who we share this information with**

Personal information is processed and stored by Angel Solutions as set out in the NCER CIC contract.

### **Requesting access to your personal data**

Under data protection legislation, member contacts have the right to request access to information about them that we hold. To make a request for your personal information, contact the NCER Communication Director -

[donna.ross@eastsussex.gov.uk](mailto:donna.ross@eastsussex.gov.uk)

NCER's Data Protection Officer Halton Borough Council –  
[Manwar.Hussain@halton.gov.uk](mailto:Manwar.Hussain@halton.gov.uk)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

This Privacy Notice was approved by the NCER Management Board on 6<sup>th</sup> February 2018.

This Privacy Notice will be reviewed annually together with an annual review of the compliance and effectiveness of the Privacy Notice.

### **Further information**

If you would like further information about this privacy notice, please contact:

**NCER Managing Director Tel – 0151-511-7003 - Email –  
peter.richmond@halton.gov.uk**

***Company registered address:***

**NCER, 3 Blakeley Court, Raby Mere, Wirral, CH63 0ND**

***Company registration number: 7960839***

PR – 7<sup>th</sup> February 2018