



## **Privacy notice for consultation on a transfer conditions policy – August 2018**

Any personal information that you provide as part of this consultation (such as your name, contact details, place or work or location) will be processed under the legal basis of enabling us to fulfil our public task as the regulator for the qualification system in Wales and to exercise our official functions under the Qualifications Wales Act 2015. Qualifications Wales will be the “Data Controller” of this data.

Our purposes of retaining your contact details are to fulfil the requirements of our consultation policy in support of our principal aims of:

- ensuring that qualifications, and the Welsh qualification system, are effective for meeting the reasonable needs of learners in Wales;
- promoting public confidence in qualifications and in the Welsh qualification system.

We will not use your personal information for any other purpose other than in the exercise of our public task. The data will initially be stored on Smart Survey servers within the EU. Smart Survey do not use your survey responses other than carrying out the service for Qualifications Wales. Your responses are owned and managed by Qualifications Wales (for further details please see the Smart Survey [privacy policy](#) here). Once the consultation is closed, the data will be exported and deleted from Smart Survey within three months and transferred to our own IT systems. Personal data, including data recorded in any responses to individual items in the consultation will be deleted from the data set 12 months after the publication of any consultation reports or decision reports,. All other responses to individual items in the consultation will be deleted after three years.

Freedom of Information

Please note that as a public body, all written information that we hold is subject to Freedom of Information requests. We will pay regard to the UK Data Protection Act 2018 and GDPR before sharing any personal information requested under the Freedom of Information Act.

## Your Rights

Subject to some legal exceptions, you have the right to:

- request a copy of the personal information Qualifications Wales holds about you
- to have any inaccuracies corrected
- to have your personal data erased
- to place a restriction on our processing of your data
- to object to processing

Upon request, we can erase personal data from our collected response including any contact or personal details given in completing the questionnaire and any personal details included in the text of your responses.

If we have published a report that uses personal data included in your response, either in a quantitative analysis or as quotes, we would not be able to delete this from the report.

To learn more about these rights please see the [ICO website](#).

Please address any such requests to the

QW Data Protection Officer  
Qualifications Wales  
Q2 Building, Pencarn Lane,  
Imperial Park,  
Coedkernew  
Newport  
NP10 8AR

01633 373222

[dpo@qualificationswales.org](mailto:dpo@qualificationswales.org)

If you are dissatisfied with our response you can complain to the [Information Commissioner's Office](#)

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745