

## **Bayes/SMCSE ONLINE PROCTORING: PRIVACY NOTICE**

Your trust is very important to us. This means City is committed to protecting the privacy and security of your personal information.

It is important that you read this notice so that you are aware of how and why we are using such information. This privacy notice describes how we collect and use personal information about you during and after your relationship with us, in accordance with data protection law.

You can find additional information [here](#).

### **What will we collect and how will we use it?**

City will collect and process the personal information that you have provided to us about yourself. For this purpose, this personal information is

- your name
- candidate number
- university email address
- where relevant, the details of your reasonable adjustment requirement for assessments (but not why you require those adjustments)
- a photo of yourself
- a photo of appropriate ID
- a scan of the room in which you take each assessment
- a recording of you whilst undertaking each assessment
- a recording of your screen whilst undertaking each assessment

### **How we will use your data?**

The personal information that you provide will be processed securely for the purposes of enabling the running of secure online proctored assessments which meet the academic integrity requirements imposed by the professional bodies.

City is the 'data controller' of this information. This means that City decides what your personal information is used for, and the ways in which it is processed.

The legal basis on which City processes your personal information is on the basis of: public task – City is an educational and research establishment and in particular its educational and research activity is conducted in a public interest (including your interest and the interest of others).

### **Retaining your information**

City will retain your information for one calendar year, following the confirmation of your results.

### **Who we will share your data with**

We will share information you provide with Janison and Co-Sector, who are providing the software to host and proctor the assessments concerned. This is required so that they can give you access to the software and facilitate the assessments using it.

You can find further information at the links below.

<https://www.proctortrack.com/privacy-policy/>

<https://www.janison.com/privacy-policy/>

<https://cosector.com/cookies-and-privacy>

## **Further information**

If you have any questions about how City handles your personal information, or you wish to find out about your rights, please visit [City's Privacy Notice](#). You will also be able to find out more information about how City processes your information and how you can contact City's Data Protection Officer via email at [dpo@city.ac.uk](mailto:dpo@city.ac.uk). Where there is inconsistency between those documents and this notice, this notice shall prevail.

If you raise a concern with City about the way it has handled your personal information, you are entitled to lodge a concern with a supervisory authority. In the UK, the supervisory authority is the [Information Commissioner's Office \(ICO\)](#).