

Coimisiún na Scrúduithe Stáit
State Examinations Commission

Corr na Madadh, Baile Átha Luain, Co. na hIarmhí
Cornamaddy, Athlone, Co. Westmeath

State Examinations Commission ROPA – Record of Processing Activities

Purpose for which personal data is collected and/or processed	Source of the personal data	Category of Data Subjects	Categories of personal/special Category data	Legal Basis	Data Sharing	Data Retention	General Description of technical and organisational security measures
The SEC collects, processes and stores Personal & special category personal data belonging to candidates for the purposes of Organising the holding of the State Examinations, issue the results of examinations and Charge and collect fees for examinations and apply such monies to the carrying out of its functions.	Department of Education & Skills Candidates Secondary Schools ETBs (Education Training Boards)	*Candidates	Personal Data PPSN, Surname, Forename, Gender, DOB, School Roll Number, Candidate Type, JC Elementary indicator, Entry Status, LCVP Indicator, Ab-initio indicator, Irish Exempt Indicator, Subject Code-Level-Irish indicator, Module Code (LCA) Examination Number, Examination Centre Number, Total marks awarded to the subject, examination grade for each subject, physical examinations scripts and other outputs produced by the candidates. For External Candidates (E10s) we also collect the Address, Telephone Number, email address	State Examinations Commission – SI 373/2003 Education Act 1998	<i>The SEC uses data minimisation in sharing data by only sharing the necessary Categories of Personal Data with these entities.</i> Department of Education & Skills Central Applications Office UCAS - UK Universities and Colleges Admissions HEIs (Higher Education Institutions) ERC – European Research Council ESRI - Economic and Social Research Institute Recognised Scholarships Awarding Bodies VTS – Visiting Teacher Service (NCSE) Ombudsman’s office	The SEC retains Candidates Results indefinitely for the purpose of Research, Historical, Archives (Public Interest). Candidates Scripts 1 year retention. 2 years for Appeal scripts	The SEC use technical and non-technical protocols to safeguard the security and confidentiality of personal data when in use, transit and in storage. Cybersecurity considerations include but are not limited to Risk Management, Encryption, Anti-Virus, Anti-Malware, Information and Security Governance. Additional security provisions are not listed due to operational security reasons.

			We collect Credit/Debit Card details for the purposes of payment of the exam fee OR the Medical Card Number			Candidate Financial Data (Exam & *Appeal fees) -1 year	
			Special Category Data RACE Application Grounds; Learning, Physical, Hearing, Visual. Details of the access arrangements applied for. Evidence of eligibility. Basis of need for access arrangements, details of the learning supports, resource hours or other interventions in place in school, Standardised scores of Word Reading and/or Spelling, Speed of Reading and/or Spelling Error rates in Reading and/or Spelling Parental/Candidate Consent Access arrangements granted to the candidate Access arrangements refused Reasons for decisions to refuse.		The National Educational Psychological Service (NEPS)	Candidates Reasonable Accommodations Application forms – Leaving Certificate 2 years. Junior Certificate 4 years	

The SEC collects, processes and stores personal data belonging to Contract Staff for appointment of staff to discharge the statutory functions of the SEC, set out in article 6(1) of SI 373/2003 and to arrange the appropriate payment to contract staff	Contract Staff, Schools	Contract Staff	Surname, Forename, PPSN, DOB, Teaching Council Number, Home Address, Teaching Status, Phone Number(s), email address, Teaching Qualifications, Passport Photograph, School Details, Bank Details (for payment)	State Examinations Commission – SI 373/2003 Payment of Wages Act 1991 Terms of Employment (Information Act) 1994	Teaching Council (to confirm Teaching Council Status of applicants) Garda Vetting Prison Service The Revenue Commissioners	Contract Staff Application forms – 1 year Contract Details (includes Payroll)– duration of Contract of Employment with SEC	
--	-------------------------	----------------	--	--	---	---	--

* Candidate Special Category Personal Data

The State Examinations Commission processes special category personal data in the context of making provision for the education of students with disabilities or special educational needs, a statutorily mandated function of the Minister under Section 7 of the Education Act 1998.

The scheme of Reasonable Accommodations at the Certificate Examinations (RACE) facilitates access to the certificate examinations by candidates who would have difficulty in accessing the examination or communicating what they know to an examiner because of a physical, visual, hearing and/or learning difficulty. The scheme provides accommodations for students with a variety of complex special educational needs including learning difficulties as well as permanent or temporary physical, visual, hearing, medical, sensory, emotional, behavioural or other conditions. The National Educational Psychological Service (NEPS) of the Department of Education and Skills is involved in the delivery of the scheme and in the development of RACE policy.

HR Personal Data

The SEC also collects and processes employees' personal data. This is covered in our HR Data Protection Notice

Data Protection Officer
State Examinations Commission
Cornamaddy
Athlone
Co Westmeath
dpo@examinations.ie