

Capita Marker Privacy Notice

Who we are

We carry out work on behalf of the Standards and Testing Agency (STA) which is an executive agency of the Department for Education (DfE).

Under the [Data Protection Act \(DPA\)](#) and the [UK General Data Protection Regulation \(UK GDPR\)](#), a data controller decides how and why personal data is processed.

For marker data, the DfE are the data controller and Capita are processors on the DfE's behalf.

What we do with your data

The primary purpose of the Capita [‘Careers at Capita - Education’](#) website is to support the recruitment of markers for the key stage 2 national curriculum assessments.

Purpose and lawful basis for processing your personal data

We use your data submitted through the ‘Expression of Interest’ form to assess your suitability to become a key stage 2 marker.

The lawful basis we rely on for processing your personal data is Article 6(1)(f) of the General Data Protection Regulation (GDPR). The processing is necessary for the purposes of our legitimate interests or the legitimate interests of a third party.

Data we collect

The categories of your personal data that we will be using are:

- title
- name
- school ID
- home and/or work postal address
- email addresses
- telephone contact numbers (mobile and landline)
- Teacher Registration Number (TRN)
- your recent teaching employment history
- any connections you have to schools
- your qualifications and experience, where they are relevant to our work (for example, teaching qualifications and subjects taught)
- gender
- date of birth
- National Insurance number

When we use your sensitive information, this is ‘special category’ data. The relevant condition to process your special category data is Article 9(2)(g); Reasons of substantial public interest (with a basis in law).

Special category data processed consists of ethnicity and disability. Disability data is used in line with legal requirements for reasonable adjustments.

We also collect data on your recent teaching employment history, any connections you have to schools, and your qualifications and experience, where they are relevant to our work (for example, teaching qualifications and subjects taught).

If you are contracted to mark the key stage 2 tests:

Capita will collect special category data and bank account information from you. Gender and ethnicity data is used for equal opportunity monitoring. It is only used for monitoring in line with legal requirements.

Capita will share Marker contact details (name and email address) with your team supervisors to enable them to guide and support you through your role.

Capita will share supervisor contact details (name and email address) with other supervisors to facilitate the marker training process as they work in pairs, and these may be subject to change at short notice thus requiring contact via email.

Who we share your data with:

Marker contact details are shared with the STA.

The STA will process your data and may contact you and invite you to mark, review and/or code materials, enabling them to meet statutory requirements to develop and deliver national curriculum assessments.

Special category data, national insurance numbers and pay and bank details are only used by Capita and are not shared with the STA.

You can read how the STA uses your data at [Privacy notice: STA markers and coders - GOV.UK \(www.gov.uk\)](https://www.gov.uk/privacy-notice-sta-markers-and-coders).

How long we will keep your data

The DfE has a Data Retention Policy which mandates how long records, including personal data, must be retained. Retention periods are determined by legislation and business requirements. In most cases we will hold your data for three years after last contact, unless a legal or regulatory obligation requires that we hold this data for longer.

Where might you transfer my information outside the UK?

If we need to transfer your personal data to countries outside the European Economic Area, we will ensure that such transfers are compliant with GDPR. Appropriate measures will be put in place to keep your personal data secure.

Your rights

We rely on Article 6(1)(f) Legitimate interests and Article 9(2)(g) Reasons of substantial public interest for this processing. This means you have:

- the right to be informed about the collection and use of your personal data – this is called ‘right to be informed’
- the right to ask us for copies of the personal information we have about you – this is called ‘right of access’. This is also known as a subject access request (SAR), data subject access request (DSAR) or right of access request (RAR)
- the right to ask us to change any information you think is not accurate or complete – this is called ‘right to rectification’
- the right to ask us to stop using your information – this is called ‘right to restriction of processing’
- your ‘right to object to processing’ of your information, in certain circumstances
- rights in relation to automated decision making and profiling
- the right to withdraw consent at any time
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way
- the right to ask us to delete your personal information – this is called ‘right to erasure’

There are legitimate reasons why we may refuse your information rights request, which depend on why we are processing it.

How to contact us and how to make a complaint

As an executive agency of the DfE, the STA determines the purposes and means of processing personal data as part of the administration of the national curriculum assessments. You can find more information about this in the DfE’s [personal information charter](#).

If you are unhappy with our use of your personal data, please [contact the DfE](#) and state ‘national curriculum assessments helpline and use of personal data’.

Alternatively, you have the right to raise any concerns with the [Information Commissioner’s Office \(ICO\)](#).

Changes to this Privacy Notice:

This notice is regularly reviewed and may be subject to change. You should check this notice from time to time. This version was last updated on 17th June 2024.