

# GDPR – SCT EXAMINATIONS

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To comply with current GDPR legislation, the SCT Board wish to inform you of how we collect, store and use the information provided for the SCT Exams by Entrants and Candidates.

## **ENTRANTS** ( i.e. Parents, Teachers, CCE Branches, Music Schools)

All Entrants information will be held on file for 5 years from the date of their first application and anyone who wishes to be removed from the SCT Database should email [sct@comhaltas.ie](mailto:sct@comhaltas.ie) and their details will be deleted within 72 hours of receipt of email.

New Entrant details must include your current email address which will allow you to set your personal Password. This is the only email address that will be used for communications with Entrants. We will also, obviously accept written postal communications. We guarantee this information will only be used for SCT Examination purposes and will not be shared with any 3<sup>rd</sup> party, including any other section of the Comhaltas organisation.

- In providing this information, all Entrants agree to their Name appearing on the Door Sheet for the specific days of their Candidates exams.
- Entrants agree to the Name, Instrument and Grade of their entered Candidates appearing on the specific Door Sheet.
- Door Sheets will be sent only to the Entrants and to the Examiner for their specific examination day.

## **CANDIDATES**

All existing Candidates results will be held for a period of 7 years in a secure Digital and paper format. Digital records will not be held on any computer or server vulnerable to hacking.

We guarantee this information will only be used for SCT Examination purposes and will not be shared with any 3<sup>rd</sup> party, including any other section of the Comhaltas organisation.

- Communication with the SCT Office regarding Candidates will only be entered into with the Entrant for that specific Candidate. For example, if Candidate **A** is entered by Teacher **W**, all correspondence and communication relating to Candidate **A**, must take place, in written format (email is sufficient) between the SCT Office and Teacher **W**.
- Communication regarding Candidate **A** cannot take place with any 3<sup>rd</sup> party as this would breach GDPR legislation.
- All alterations regarding changes of Instrument or Grade must be received in written format (email is sufficient) at least 7 days before the Examination takes place, as the Examiner is NOT ALLOWED to make alterations on the day, as this would breach GDPR legislation.