

# Update to SCT Examination GDPR Policy

To comply with current GDPR legislation, we wish to inform you of how we will 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 securely on the SCT Database and anyone who wishes to be removed from the Database should email [sct@comhaltas.ie](mailto:sct@comhaltas.ie) and their details will be removed 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.

In achieving OFQUAL accreditation for SCT Grade 6,7,8 exams our GDPR policy has been modified. We guarantee your information will only be used for educational purposes within Comhaltas and will only be shared with OFQUAL and our accrediting partners in the U.K.

- 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 in a secure Digital and paper format. We guarantee Candidate information will only be used for SCT Examination purposes and will only be shared with OFQUAL and our accrediting partners, for Examination purposes.
- 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 3rd party (including parents or guardians) 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.