



Guidance

Privacy Notice: STA markers and coders

Published 14 October 2021

Contents

1. [Who we are](#)
2. [The personal data we use](#)
3. [How we use your information](#)
4. [Why our use of your personal data is lawful](#)
5. [Who will see your personal data](#)
6. [How long we will keep your personal data](#)
7. [Your data protection rights](#)
8. [The right to lodge a complaint](#)
9. [Last updated](#)

 [Print this page](#)

1. Who we are

The Standards and Testing Agency (STA) is an executive agency of the Department for Education (DfE), responsible for the development and delivery of assessments for children in education between reception and the end of key stage 2.

This privacy notice outlines the personal identifying data we will collect, process and store for individuals who may be interested in providing primary assessment marking or trialling and sampling coding services, either directly to us or via our contracted partners.

For the purpose of data protection legislation, DfE is the data controller.

2. The personal data we use

The categories of personal data we collect and process are set out below.

Personal information includes your:

- name

- home and/or work postal address
- e-mail addresses
- telephone contact numbers
- date of birth
- National Insurance Number

For any services provided directly to us, we also process:

- bank account data (where expenses need to be claimed)

Special category data processed includes:

- gender
- ethnicity
- disability

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).

3. How we use your information

In order to undertake marking for live primary assessments and coding for trialling and sampling, we maintain a register of individuals that have previously undertaken marking and coding services with us or our contracted partners.

We share this data with our contracted partners who are responsible under contract to deliver marking, trialling and coding services on our behalf. Our contracted partners will liaise with you regarding the marking and coding opportunities available.

Note: if you enter into any agreements (for example, temporary employment contract) with our contracted partners, the contracted partner will be the data controller for any personal data they process in connection with the services you provide to them.

4. Why our use of your personal data is lawful

The relevant condition for the processing of personal data in relation to the provision of marking and coding services is Article 6 (1) (f) of the General Data Protection Regulations (GDPR).

For the processing of special category data, the relevant condition is Article 9 (2) (g) of the GDPR. That means we will process your data to contact you and invite you to mark, review and/or code our materials, enabling us to meet our statutory requirement to develop and deliver national curriculum assessments.

5. Who will see your personal data

We sometimes need to make personal data available to other organisations. These include contracted partners (who we have employed to deliver trialling, sampling and live national curriculum assessment services on our behalf) and/or other organisations (with whom we need to share your personal data for specific purposes).

Where we need to share your personal data with others, we ensure that this sharing complies with data protection legislation.

6. How long we will keep your personal data

If you have not provided any services to us or our contracted partners within the previous 2 years, your personal data contained within our register will be securely destroyed. If you provide services to us or our contracted partners within a 2 year rolling period, your personal data will remain on our register.

However, for the 2022 test cycle only those markers that have not undertaken any services after a 3-year period will have their data cleansed from the Marker Database. The deviation from the retention policy is because assessments in 2020 and 2021 were cancelled because of the Covid-19 pandemic and thus no markers were recruited. We will continuously review our policies and if there were to be any further deviations our data subjects will be updated accordingly.

Where you enter into an agreement to provide services to us or our contracted partners, commercial and financial information relative to those services will be retained for 7 years, after which point it will be securely destroyed. Please note that, under the data protection legislation, and in compliance with the relevant conditions, we can lawfully keep personal data processed purely for research purposes indefinitely.

7. Your data protection rights

You have the right:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (ie permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you need to contact us regarding any of the above, please do so via the DfE at: <https://www.gov.uk/contact-dfe>.

Further information about your data protection rights appears on the [Information Commissioner's website](#).

8. The right to lodge a complaint

As an executive agency of the DfE, 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 DfE's [Personal information charter](#).

If you are unhappy with our use of your personal data, please [contact us](#) 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 \(ICO\)](#).

9. Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated in October 2021.

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[Transparency and freedom of information releases](#)

