

SQA's Research & Evaluation Team carries out research to gather information and feedback from different stakeholder groups.

### **What information do we collect about you?**

If you agree to take part in Your Voice, we will collect your personal details, including your name, email address, school year or college qualification, centre, centre type, and geographical area.

The responses to Your Voice research will be anonymous. No personal information will be collected in surveys and your responses will not be linked to the personal details you provide when signing up.

### **How do we collect your information and what do we use it for?**

When you agree to take part in Your Voice, you will submit your personal details to us using the online form. We will use this information to decide if you are in the target group and send you relevant research requests.

Your Voice research surveys will be carried out using SmartSurvey – their [privacy statement](#) is available on their website.

### **Legal basis for processing your information**

We use your information:

- to perform our functions and duties under in the Education (Scotland) Act 1996
- to carry out tasks in the public interest

### **Who do we share your information with?**

The personal information collected for Your Voice will not be shared, either within SQA or externally. The information will be used only by the Research & Evaluation Team for the purpose of targeting participants.

Published survey results will be anonymous.

## **How long do we keep your information?**

Your Voice is an ongoing programme. However, you can opt out at any time and your personal information will be destroyed.

We will check you want to continue to be part of the programme every year.

Additionally, you will be removed from the Your Voice panel after two years unless you respond to an email stating that you wish to remain. You will also be removed from the panel once you have left S6.

## **What are my rights?**

In relation to your personal information we collect, you have the right to:

- ask for copies of your information
- ask us to correct any inaccurate information
- object to how we use your information
- ask us to restrict how we use your personal information – this only applies in certain circumstances

For more information about your rights and how we use your information, see [SQA's Privacy Statement](#).

## **How to contact us**

If you have any questions about this privacy statement or the way we use your information, or if you have any requests in relation to your rights, please contact us:

- [Email Data Protection Team](#)
- Data Protection Team, Scottish Qualifications Authority, The Optima Building, 58 Robertson Street, Glasgow G2 8DQ, Scotland
- Data Protection Officer: Kirsty Hurt, Data Protection and Records Manager, [kirsty.hurt@sqa.org.uk](mailto:kirsty.hurt@sqa.org.uk), 0345 213 5229