

JIEB Privacy Notice

The Joint Insolvency Examination Board ("JIEB") is committed to protecting your information by handling it responsibly and safeguarding it using appropriate technical, administrative, and physical security measures.

Who are we?

The Joint Insolvency Examination Board (the "JIEB") is a company limited by guarantee and registered in England and Wales with registered number 02342771. The principal activity of the JIEB is the holding of professional insolvency examinations on behalf of its member bodies.

Who's in control?

The JIEB ("we" or "us") is the data controller of all personal data collected by us for the purposes as set out in this Privacy Notice. This means that we are responsible for deciding how and why personal data collected is to be used and also for making sure that the data is handled safely and responsibly.

We have appointed a third party as data processors, authorized, on our behalf, to deliver and oversee the administrative functions in relation to the JIE examinations and student matters.

If you have any questions or comments about privacy issues or wish to exercise any of the rights set out below please direct them to <https://jieb.co.uk/contact-us/>

The Purpose of this Privacy Notice is to:

1. Inform you on how the JIEB collects and processes your personal data: and
2. Inform you on how we use and how we look after your personal data; and
3. Inform you about your privacy rights and protections.

Please read the following information carefully to understand our practices regarding your personal data and how we will treat it.

What personal data do we collect?

Personal data or personal information means any information which directly or indirectly identifies an individual. The personal data we collect with regard to Students is as detailed here:

- Name;
- Date of birth or age range;
- Gender;
- Preferred title;
- Qualifications and other Professional Body memberships;
- Address;
- Email address;
- Phone number;
- Educational establishment(s), dates of study, subjects studied and results;
- Employment information;
- Bank account details.

Special category data

- We will collect and process information about your ethnicity, health or religion but only for specific purposes and only with your consent.

- We will collect and process information relating to your criminal convictions but only for specific purposes and with your consent.

Why do we collect your personal data?

The protection of personal privacy is an important concern to the JIEB. Any personal data collected by the JIEB or on our behalf by our third party provider will be treated in accordance with current data protection legislation. The JIEB and our third party provider will use your personal data to deliver your inclusive student services including; advice, awareness, assessment, communication, examinations, quality, regulation, research, services.

Any documents submitted as part of your registration may be checked with the issuing authority to ensure their authenticity. In order to meet our student obligations to you we may share relevant personal data including examination entry and results with regulatory bodies and with external assessment, training and examination partners. We only use your personal data when the law allows us to, the most common examples of which are given here:

- (a) Where we need to perform the contract we are about to enter into or have entered into with you, such as for student examination entry and registration;
- (b) Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests;
- (c) Where we need to comply with a legal or regulatory obligation; or
- (d) Where we have your consent.

How do we protect your personal data?

The JIEB has implemented stringent information security and personal data protection policies. Secretariat and Examiners who come into contact with your personal data have obligations to adhere to our policies, and are regularly trained in security and privacy best practice.

We apply appropriate technical and organisational measures in order to protect data, computing devices and the network from accidental / malicious activities or theft. Where appropriate, we encrypt our data and devices with confidential information securely destroyed when no longer required.

How long do we hold your personal data?

The JIEB will retain your personal data for no longer than is reasonably necessary or required by law. How long we keep personal data depends on the type of information and purpose of processing

The criteria we use to determine the retention period is as follows:

- the length of time that you have a relationship with us;
- whether there is any ongoing legal claim or dispute;
- the length of any specific retention period required by applicable law, statute or regulation;
- whether special category personal data is held in which case a shorter retention period will generally be applied; and
- what the expectation for retention was at the time the personal data was provided to us.

Your rights

Data protection laws give you a number of rights with respect to how organisations process your personal data:

- (a) Right to be Informed - You have the right to be informed of the use that your personal data will be put to, along with contact details for any queries or complaints and about your rights. Where you provide your personal data directly to JIEB these details will be made available at the time your data is obtained.

Where the JIEB obtains your personal data from a third party, these details will be made available within a reasonable period of having obtained the data. If your personal data is to be used to communicate with you, these details will be provided at the latest, when the first communication takes place. If disclosure to another recipient is envisaged, these details will be provided at the latest, before the data is disclosed. In all cases, notification will take place, within one month of receipt of your personal data.

- (b) Right to Access - You have the *right to access and obtain a copy of your personal data held and processed by the JIEB, on request. You may exercise this right through the submission of a verbal or formal Subject Access Request to <https://jieb.co.uk/contact-us/> or in writing to:

The JIEB
Metropolitan House
321 Avebury Boulevard
Milton Keynes
MK9 2FZ
UK

Should you exercise your right by making a verbal request, the ICO recommends that you follow this up in writing to provide a clear trail of correspondence and evidence of your actions.

*Please note the JIEB exercise a number of exemptions to the above:

- Exam scripts and marks prior to publication.
- Employment references.
- Contract negotiations.
- Ongoing investigations into professional conduct where it would prejudice the outcome.

- (c) Right to Rectification - You have the right to request the JIEB to correct inaccurate or incomplete personal data.

- (d) Right to Erasure (to be Forgotten) - You have the right to request the JIEB to erase your personal data from its systems and records. This is not an absolute right however and does not normally apply to purposes covered by Legal Obligation or which is necessary for the performance of a Contract.

- (e) Right to Restrict Processing - You have the right to request the JIEB to stop or restrict the processing of your personal data. This could be for example, if your personal data is no longer necessary for purpose of processing.

- (f) Right to data portability - You have the right to request a copy, in a portable format, of the personal data which you have provided directly to the JIEB and which is automatically processed.

(g) Right to object - You have the right to object to the processing of your personal data, where the JIEB relies upon Legitimate Interest as the lawful basis for processing.

Complaints

If you are unhappy with how your personal data is processed by the JIEB, you have the right to complain to <https://jieb.co.uk/contact-us/>. If you remain unhappy, following the JIEB's response to your complaint, you have the right to lodge a further complaint with our Supervisory Authority, The Information Commissioners Office (ICO).

The ICO's address is: Information Commissioner's Office, Wycliffe House, Water Lane, Cheshire, SK9 5AF. You can also contact them by telephone on +44 (0)303 123 1113 or via their website at www.ico.org.uk.

The JIEB is registered with the Information Commissioner's Office (ICO) as a data controller for the processing of personal data (Z6778501)

Contact us:

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Or <https://jieb.co.uk/contact-us/>

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