

Scope

1. This document sets out what we do with your personal data in relation to your application for CNAA Proforma Verification/Third Party Verification.
2. This document applies to you if you apply for a CNAA proforma certificate or for Third Party Verification.

Who we are

3. The Open University is the data controller in relation to the processing activities described below. This means that the Open University decides why and how your personal information is processed.
4. Where this document refers to “we”, “our” or “us” below, unless it mentions otherwise, it’s referring to the Open University

What information do we collect about you, and how do we collect it?

Information that we hold

- 5a. The Council for National Academic Awards (CNAA) was abolished by the 1992 UK Further and Higher Education Act and as a result, The Open University accepted responsibility for the custody, care and maintenance of certain CNAA academic records and for providing appropriate access to them. The Open University is authorised to authenticate original award documents or copies and to provide verification of entries in the records. However The Open University is specifically prohibited from making any amendments to records of CNAA awards, issuing the award in the name of the CNAA or rescinding or amending any such awards.

Information that you give to us

- 5b. We collect information that you supply when you complete the online or postal application, or the information from the third party consent form that you complete. This information is held by Open University Validation partnerships and will be stored separately to any other records the University holds about you.

How do we use your personal information?

6. We need to know some information about you so that we can locate your CNAAs academic record, verify the authenticity of your request and send you the proforma verification. The information is also required to enable us to verify the authenticity of Third Party Requests and send verification to the Third Party in line with your consent. The information will also be used to enable us to contact you regarding your request if required. This information is processed under Data Protection legislation as a Public task. If you make a complaint or appeal in respect of your request, it is in our legitimate interest to process your personal data for this purpose.

Who do we share your information with?

7. With your written consent we will verify your award to a Third Party in line with a legitimate Third Party Verification request.

Do we transfer information outside the EEA?

8. Generally, information you provide to us is stored on our secure servers, or on our cloud based systems which are located within the EEA.
9. However if you have requested that we verify your award to a Third Party outside the EEA, we will verify your award accordingly.

How long do we keep your personal information for?

10. The CNAAs award details are held as a permanent record. Information regarding your application for a proforma certificate/Third Party verification is kept for 1 year in hard copy and 7 years electronically.

Your rights

11. You have a number of rights in relation to your personal information, which apply in certain circumstances. In order to exercise any of these rights, please contact us using the details in section 13 of this document.
12. You have the right
 - To access your personal information that we processIn some circumstances, you also have the right
 - To have your details removed from systems that we use to process your personal data
 - To restrict the processing of your personal data in certain ways
 - To obtain a copy of your personal data in a structured electronic data file
 - To object to certain processing of your personal data by us

If you are concerned about the way we have processed your personal information, you can complain to the Information Commissioner's Office (ICO). Please visit the ICO's website www.ico.org.uk for further details.

Contact us

19 Please direct any queries about this document or about the way we process your personal information to the Open University Information Governance Liaison Officer or our Data Protection Officer using the contact details below.

- Email ouvp-aftercare@open.ac.uk
 - Telephone +44(0)1908332852
 - By post: OUVP, 1st Floor, Wilson B Block, The Open University, Walton Hall, Milton Keynes MK7 6AT.
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- Email data-protection@open.ac.uk
 - Telephone +44 (0)1908 653994
 - By post: The Data Protection Officer, PO Box 497, The Open University, Walton Hall, Milton Keynes MK7 6AT.