



Pearson

Pearson Qualification Services Data Statement for Associates

As many of you will know, the EU General Data Protection Regulation came into effect on 25 May 2018. The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR).

The new regulation involves changes to lots of areas of data protection law, including that related to the personal data of employees and other workers. Pearson takes its data privacy obligation to its employees and other staff very seriously, so we wanted to explain what this means for you.

The changes to the law do not affect the existing requirement that any Associate who has access to the personal data of another person. Associates must ensure that they treat that data in accordance with the Data Privacy and Security Policy for Associates, which is available on Gateway.

What is included in GDPR?

GDPR outlines the responsibilities for both Data Controllers (those collecting personal data), and Data Processors (those processing this information). It aims to ensure that data is:

- handled in a lawful, clear and transparent way
- collected and processed for legitimate purposes
- accurate and up to date
- Processed in a manner that ensures the appropriate security of the personal data by using appropriate technical or organisational measures.

Information we hold and how we use this data

The personal information that you share with us on Gateway includes: your name, your address, your email address, date of birth, your telephone and mobile contact, your national insurance number and any other information you have shared with us as part of the application process. Please ensure that any changes to your personal data, such as email addresses, are updated on your Gateway account. We will only use this information in relation to your Associate work. This data is not used for marketing purposes.

In addition to this, we also hold information related to the work that you have carried out for Pearson, which includes: meeting attendance, standardisation information, performance grades, and any continuous professional development (CPD) completion that you share with us. This information is only used when we are contacting you about work, such as issuing you with a contract or discussing your marking. This information is used for internal purposes, and is not shared with any of our third party suppliers.

Pearson retain data controller responsibility for the processing of your data with third parties, with the exception of the Standards and Testing Agency for Associates working on National Curriculum Tests. Further information for National Curriculum Test (NCT) Associates can be found in the [STA Privacy Notice](#).

Third party partners

As part of your role as an Associate for Pearson, we are required to provide some of your details to third party suppliers in order for you to undertake the role. The details which we hold and any data we share with third parties are only used in relation to your work with Pearson.

Our third party partners are:

- Capita Travel & Events: Your information is shared with Capita Travel & Events for the creation of a travel profile enabling the booking of rail and hotel.
- ADP: Your information is shared with ADP, our payroll provider, in order to process payments for fees and expenses through our weekly PAYE payroll.
- NEST: Your information is shared with Nest, our workplace pension provider, in order to assess you for workplace pension eligibility, and calculate any contributions and deductions as appropriate to any pension scheme you may be enrolled in.
- Concentrix: Your information is shared with our Associate HelpDesk outside of EEA under strict level of protection in order to provide you with information and guidance on the processes and systems that form part of your role as a Pearson Associate: Recruitment, On-boarding Process, Training, Contract, Allocations, Marking Systems and Associate Relations & Development.
- Adobe Connect: This is a tool used to host online training and events. Information required either by Pearson or the Associate to provision an event.

- Everbridge: Your information is shared with Everbridge, a system that is used across Pearson for employees and Associates to 'check in' and let us know they are safe in the event of a major incident such as a natural disaster or security issue.
- Your Career Academy (AssociateU): Your information is shared with Your Career Academy, the platform which is used to host all Associate development and training materials.
- Survey Monkey: Your information is shared with Survey Monkey, our survey hosting platform, when you complete a survey hosted on their website. This then enables us to analyse feedback and gain insights on your work as an associate.
- JotForm: This is a tool we use on our website for associates to contact Pearson through our online forms, for queries and complaints.
- Page Bros: Your information is shared with Page Bros, who print attendance sheets for our trainers, as well as delivering hard copies of training packs to the trainers' home or workplace.
- Bien Venue: Your information is shared with Bien Venue, who provide our event venues the necessary information as to who is running, and will be attending, our Pearson events.
- JGP: Your information is shared with JGP, provider of the internal database, which stores your associate personal information, as well as contracting history and grade history. The system also enables us to issue you with contracts.
- Amazon Web Services (AWS) and Citrix: These services can be used to provision an Associate with a Virtual Desktop in limited instances where you have informed us that you are unable to access specific Pearson platforms which are not compatible with your current operating system.
- Standards and Testing Agency (STA): If you are a National Curriculum Test (NCT) Associate your details will be shared with the STA, as you are contracted to deliver Associate end-of-key stage 2 (KS2) test marking and associated services for this organisation's national curriculum assessment (NCA) KS2 assessment.

If you have any further questions relating to this document, please contact the Relations & Development team at associate.pearson.com.