



## **HSK Online Exams (Home Edition) Privacy Notice**

### **Why we collect your personal data.**

We process personal data under the terms of the University of Nottingham's (UoN) Royal Charter in our capacity as a teaching and research body in order to advance education and learning. This Privacy Notice is specifically for the purpose of data collection and processing in respect of you undertaking the home exam(s) offered by Chinese Testing International and to ensure that the results of your exams are valid.

### **Legal basis for processing your personal data under UK GDPR.**

The legal basis for processing your personal data on this occasion is Article 6 (1b) processing is necessary for the performance of a contract.

To enable you to undertake this examination you will need to register with Chinese Testing International directly.

### **How we process your personal data**

In order to undertake the examination, you need to register directly with Chinese Testing International. This will include uploading your photo and and the number of your chosen photographic ID (either passport or driving licence). You will be filmed by the exam invigilators during your exam, which will confirm the identification of each candidate and ensure the examination results are valid. Candidates will be required to submit a copy of their photographic ID and a copy of their examination receipt of payment to the Confucius Institute.

### **How long we keep your data.**

Your personal data collected by Nottingham Confucius Institute will be retained within the UoN systems and not shared with any third party. We will retain your personal data for 30 days on completion of the examination, after which it will be deleted from our systems.

### **Disclosing your personal data outside the UK and EEA**

Please be aware that the HSK Exams are offered by Chinese Testing International and they are located in China. They are the data controller for

the purposes of registering and undertaking the exam and you accept their terms and conditions.

### **Privacy information**

For information about how we process your personal data, including your rights as a data subject and who to contact if you have any concerns, please visit: [www.nottingham.ac.uk/utilities/privacy/privacy.aspx](http://www.nottingham.ac.uk/utilities/privacy/privacy.aspx).