

ADDENDUM TO DATA PROTECTION AND PRIVACY POLICY

This addendum to the Data Protection and Privacy Policy concerns the arrangements made by The Insurance Institute to offer examinations in the online environment, in consequence of the Covid 19 pandemic.

We have entered into an agreement with a company called TestReach Ltd., of 13 Woodside Drive, Rathfarnham, Dublin 14 (“TestReach”), which uses online assessment software to invigilate examinations remotely and to provide collated results to multiple choice questions posed in exams.

Exchange of personal data

1. To enable TestReach to provide its services to us, we provide to TestReach the following personal data about examination candidates:
 - Candidate number
 - Candidate name
 - Candidate DOB
 - Candidate email address

2. Additional personal data is provided to TestReach directly by examination candidates or acquired by TestReach during the examination process. This is as follows:
 - Candidate photo ID
 - Video recording of the candidate taking the exam
 - Recordings of any communications between the candidate and the TestReach examination supervisor while the examination is taking place
 - Data about the computer and technology used by the candidate and its activity data, including IP address
 - Cookies are used to remember candidate login details

3. Further personal data is processed by TestReach following the examination:
 - To report to us on the conduct of the examinations
 - To provide to us the scores awarded to candidates for the answers to multiple choice questions

Management of personal data

4. We have entered into a data processing agreement with TestReach to govern the use of the personal data of candidates and to ensure that the data is processed in accordance with Data Protection laws. A copy of this agreement is available to candidates, on application. Key provisions of the agreement include:
 - That the personal data of candidates is kept confidential
 - That it is processed only for the purposes of invigilating the examinations and reporting results to us
 - That appropriate security measures are employed to protect the personal data of candidates
 - That on completion of the examination process (including where relevant, an appeal) or at any point when requested by us, the personal data of candidates will be deleted from the TestReach systems

Amendment of Data Protection and Privacy Policy

5. To the extent that this addendum to our Data Protection and Privacy Policy conflicts with any provision in that policy, when an examination is taken remotely the terms of this addendum will apply.

Updates to privacy notice

Our privacy notice, of which this addendum is part, is effective from 25 May 2018. We may change our privacy notice from time to time. If there are material changes we will notify you either by posting on the website or by other communications.

Updated: 1 June 2020