

Annex 3b (related to Article 6.1 of the Regulations for Online Proctored Selection Tests with an Online Proctoring System), adopted by the EB on February 25th, 2022

Privacy statement selection tests with online proctoring via NOA using Proctor Exam

What is NOA?

TU/e has an arrangement with NOA for the selection test you are taking. NOA is an agency that develops assessments for universities and schools, including the selection test you are taking for TU/e. NOA makes use of Proctor Exam to proctor you during an online selection test.

How do we safeguard your personal data and privacy when you take a selection test with NOA?

As TU/e we ensure that your personal data is processed in accordance with applicable privacy legislation, including the General Data Protection Regulation (GDPR). NOA (the company that provides the tool that the TU/e uses for this selection test) is bound by a data processing agreement with the TU/e.

If you take a selection test with online proctoring via NOA, NOA and TU/e collect the following personal data during the exam:

- a. name
- b. email address
- c. date of birth
- d. student number (if applicable)
- c. image of your ID (please make sure to cover your social security/ citizen service number)
- d. picture of you, taken through the webcam of your computer/laptop
- e. video and audio recordings of you and your room, made via the webcam of your computer/laptop
- f. on-screen activities while making the exam (i.e. your screen)
- j. the web pages you visit during the test take
- k. your answers to the test questions

Personal data will only be used for **authentication**, **fraud control** and **time frame control** (to check whether you have completed the exam within the applicable time frame).

Is all suspicious behavior considered as fraud?

If different behaviour is observed than expected, this may lead to further investigation by the examination board. What is normal depends on the situation. When book sources can be used during the test, you can expect your eyes to vary regularly between screen and book. And with all selection tests it is normal if you stare out of the window for a moment to think. If you just take your selection test as you take an exam normally, you really don't have to worry. Proctor Exam does not determine whether something is fraud or not. That is always determined by a small team of employees of the TU/e, who watch the recordings of the selection test.

Who can view your personal data?

Only employees of Proctor Exam and the TU/e who are appointed as reviewer. NOA sends a highly secured export to TU/e including the test results and the analysis of test participation by Proctor Exam. This analysis indicates whether any irregularities have taken place. In case fraud is suspected, the analysis of Proctor Exam indicates this. Only for the test results where fraud is suspected, a small team of dedicated TU/e reviewers will watch the recordings of the selection test. In case they believe fraud has been committed, other employees will also have access to the data (in any case the Selection Committee) in order to reach a conclusion about the possible fraud.

How is your data stored?

The personal data collected within the framework of online monitoring is stored on a secure server of Proctor Exam in Europe. No data is stored at NOA or TU/e. The personal data stored at Proctor Exam, including recordings, is fully secured and can only be accessed by TU/e by a limited number of people.

Your personal data will only be stored for as long as this is necessary

- a. If no identity fraud or exam fraud is suspected, all data of the test will be deleted 30 days after administering the test in the NOA system.
- b. If there is suspicion of identity fraud or exam fraud, the data of the test will be retained for the period necessary to reach a decision on the legitimacy of the result of an examination (including the period in which legal proceedings take place).

Who can I contact if I have questions about the processing of my personal data? **selection@tue.nl**

How can I exercise my privacy rights?

On the basis of the GDPR, you have the right - subject to certain conditions - to access the personal data that we process, to correct your personal data if it contains factual inaccuracies, to have your personal data deleted, to limit the processing of your personal data, and to object to the processing of your personal data. If you wish to exercise any of these privacy rights, you can contact the privacy team via **privacy@tue.nl**.