



OKLAHOMA
CareerTech

CTTC

CareerTech Testing Center

Privacy Policy

The CareerTech Testing Center (“CTTC”), a division of the Oklahoma Department of Career and Technology Education, and Questionmark Computing Limited (“Questionmark”) respect the privacy of all stakeholders and are committed to processing your personal identifiable information, also called personal data, responsibly and in accordance with data protection principles and applicable law. This privacy policy explains how we collect, use, share and protect information about you and your rights in relation to your personal information.

As used in this privacy policy:

- (1) “Data Controller” means the organization or person that determines the purpose and means of the processing of personal identifiable information, for CTTC is a test sponsor and uses Questionmark’s products and services to deliver assessments to test takers; and
- (2) “Data Processor” means the organization or person that processes personal information on behalf of the Data Controller such as Questionmark.
- (3) “Personally Identifiable Information” means any information relating to an identified or identifiable individual who is the subject of the information.

Information Collected from an Assessment Through CTTC

Questionmark provides assessment services as a service provider to CTTC. CTTC offers assessments for delivery from Questionmark’s servers. CTTC is the Data Controller and Questionmark is the Data Processor in respect of the processing of personal information described in this section.

When you take an assessment on Questionmark’s servers, CTTC will collect and/or receive personally identifiable information including student first and last names, a student identifier, and other information required by any partners of CTTC that are utilizing its services for licensure testing. CTTC collects this information through registration questions within an assessment to provide individualized student score reports, certificates (when applicable), and any other reports required by any agency partners utilizing CTTC’s services. Questionmark also automatically records the IP address, browser header data, and other similar information about the computer used to take the assessment.

In cases where CTTC requires the use of Questionmark’s secure browser, Questionmark Secure, to take assessments, Questionmark may record further information including details of other processes running and peripherals on the computer and actions taken during the assessment, including URLs of other websites navigated to during the assessment. In cases where CTTC employees provide online proctoring, further information will be recorded, including proof of identification, video and/or audio, full desktop screen recording, and

recording of web traffic/screenshots of the assessment session. CTTC and the various agencies it provides hosting services for will decide what personal information is processed. Questionmark does this on behalf of the CTTC for purposes of ensuring the integrity of the assessment process, for example so that the CTTC can detect possible incidents of cheating and to ensure proper candidate authentication.

When an assessment is administered to by CTTC, Questionmark will collect and score candidate responses and derive an assessment score, and the CTTC will use this data collected to generate reports about a candidate's results.

CTTC and Questionmark comply with all privacy and data protection laws applicable to the personal information being processed, including where applicable the General Data Protection Regulation (Regulation (EU 2016/679))("GDPR"), the United Kingdom Data Protection Act 2018 and the GDPR as modified and retained in the law of the United Kingdom ("UK GDPR"), the Swiss Federal Data Protection Act ("FADP"), the California Consumer Privacy Act 2018 as amended, and the California Privacy Rights Act ("CCPA") and/or the Australian Privacy Principles included in the Australian Privacy Act 1988 (Cth) ("APPs"), when using Questionmark's services. The collection, use, and further disclosure of your personal information by the CTTC is subject to our privacy policies.

The CTTC is responsible for ensuring that the personal information collected and processed as part of the assessment process is collected and processed in accordance with applicable data protection laws. Questionmark acts in accordance with the CTTC's instructions, including as recorded in written agreements that only permit Questionmark to use any personal information for purposes of providing the services to the CTTC.

Disclosing Information to Others

CTTC and Questionmark do not sell or rent personal information (including any information collected for account creation or assessment completion) collected to others; however, both entities may disclose personally identifiable information in the following situations and where applicable in compliance with and limited by the requirements of applicable data protection laws:

- (1) in response to a subpoena, court order, or legal process, to the extent permitted and required by law;
- (2) to protect your security or the security of other persons including in response to lawful requests by public authorities, including for national security or law enforcement purposes, consistent with applicable law.

For more information about the State of Oklahoma policies covering privacy and security, please visit: <https://oklahoma.gov/about/policy-disclaimers.html>.

For more information about Questionmark Computing Limited's Privacy Policy, please visit: <https://www.questionmark.com/privacy/>.