Examination Data Protection Policy

Turning to the disciples, He said privately,
"Blessed are the eyes which see the things you see."
Luke 10:23

Purpose of the policy

This policy details how Saint John Wall Catholic School, in relation to exams management and administration, ensures compliance with the regulations as set out by the Data Protection Act (DPA) and General Data Protection Regulation (GDPR).

Students are given the right to find out what information the centre holds about them, how this is protected, how this can be accessed and how data breaches are dealt with.

The Exams Officer (EO) and the Support Staff Senior Leader will be responsible for collecting and sharing candidates' data as required which will follow strict rules called 'data protection principles' ensuring the information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure
- not transferred outside the European Economic Area without adequate protection

To ensure that the centre meets the requirements of the DPA and GDPR, all candidates' exam information – even that which is not classified as personal or sensitive – is covered under this policy.

Exams-related information

The EO is required to hold exams-related information on candidates taking external examinations.

Candidates' exams-related data may be shared with Awarding bodies and Joint Council for Qualifications

This data may be shared via one or more of the following methods:

- hard copy
- email
- secure extranet site(s) for awarding bodies

This data may relate to exam entries, access arrangements, the conduct of exams and non-examination assessments, special consideration requests and exam results/post-results/certificate information.

Informing candidates of the information held

Saint John Wall Catholic School ensure that candidates are fully aware of the information and data held.

All candidates are:

- informed via the school website, newsletter, electronic communication and written communication and given access to this policy

Candidates will be made aware of the information held at the start of their course of study leading to external examinations.

Hardware and software

The centre policy on GDPR confirms how IT hardware, software and access to online systems is protected in line with DPA & GDPR requirements.

Dealing with data breaches

The handling of examination data will be handled in line with the centre's policy and procedures DPA/GDPR.

2. Notification of breach

The EO will notify individuals who may have been affected to take steps to protect themselves or to allow the appropriate regulatory bodies to perform their functions, provide advice and deal with complaints.

Evaluation and response

Once a data breach has been resolved, a full investigation of the incident will take place as per policy procedures on GDPR.

3. Candidate information, audit and protection measures

All candidates' exam-related information – even that not considered personal or sensitive under the DPA/GDPR – will be handled in line with DPA/GDPR guidelines including centre policy and procedures.

4. Data retention periods

Details of retention periods, the actions taken at the end of the retention period and method of disposal are contained in the centre's Examinations Archiving Policy which is available/accessible from the school website.

5. Access to information

Current and former candidates can request access to the information/data held on them by making a **subject access request** to the EO in writing/emailed and ID will be requested to confirm if a former candidate is unknown to current staff. All requests will be dealt with within 40 calendar days.

Third party access

Permission should be obtained before requesting personal information on another individual from a third-party organisation. Candidates' personal data will not be shared with a third party.

In the case of looked-after children or those in care, agreements may already be in place for information to be shared with the relevant authorities (for example, the Local Authority). The centre's Data Protection Officer will confirm the status of these agreements and approve/reject any requests.

Ratified by Governors: 05/10/2022

Next Review Date: 05/10/2023

(This policy will remain in force beyond the review date if no updates are required)