KING EDWARD VI
CAMP HILL
SCHOOL FOR GIRLS

Educational excellence for our City

2023/2024

General Data Protection Regulation Policy (Exams)	
Responsible Board	King Edward VI Camp Hill School for Girls LGB
Policy Officer	Janet Rose
Date Adopted	March 2024
Last Reviewed	Feb 2024
Review Date	Feb 2025

This policy is reviewed annually to ensure compliance with current regulations

Key staff involved in the General Data Protection Regulations Policy

Role	Name(s)
Head of Centre	Ms K Stevens
Exams officer	Ms R Cloves
Senior Leader	Dr J Rose
Data Protection Officer	Dr J Rose
Network Manager	Ms N Clarke
Data Administrator	Ms J Hayes

Purpose of the policy

This policy details how King Edward VI Camp Hill School for Girls in relation to exams management and administration, ensures compliance with the regulations as set out by the Data Protection Act 2018 (DPA 2018) and UK General Data Protection Regulation (GDPR).

The delivery of examinations and assessments involve centres and awarding bodies processing a significant amount of personal data (i.e. information from which a living individual might be identified). It is important that both centres and awarding bodies comply with the requirements of the UK General Data Protection Regulation and the Data Protection Act 2018 or law relating to personal data in any jurisdiction in which the awarding body or centre are operating.

In JCQ's General Regulations for Approved Centres (section 6.1) reference is made to 'data protection legislation'. This is intended to refer to UK GDPR, the Data Protection Act 2018 and any statutory codes of practice issued by the Information Commissioner in relation to such legislation.

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.

All exams office staff responsible for collecting and sharing candidates' data are required to 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

To ensure that the centre meets the requirements of the DPA 2018 and UK GDPR, all candidates' exam information – even that which is not classified as personal or sensitive – is covered under this policy.

Section 1 – Exams-related information

There is a requirement for the exams office(r) to hold exams-related information on candidates taking external examinations. For further details on the type of information held please refer to *Section 5* below – *Candidate information, audit and protection measures*.

Candidates' exams-related data may be shared with the following organisations:

- Awarding bodies
- Joint Council for Qualifications
- Department for Education; Local Authority; Multi Academy Trust; Consortium; the Press.
    - this data may be shared via one or more of the following methods:
    - hard copy
    - email
    - secure extranet site(s) – [AQA Centre Services; OCR Interchange; Pearson Edexcel Online; WJEC Secure services].
    - Management Information System (MIS) provided by [Capita SIMS] sending/receiving information via electronic data interchange (EDI) using A2C (https://www.jcq.org.uk/about-a2c) to/from awarding body processing systems; etc.]

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.

Section 2 – Informing candidates of the information held

King Edward VI Camp Hill School for Girls ensures that candidates are fully aware of the information and data held.

All candidates are:

- informed via the student handbook of the JCQ document Information for candidates – Privacy Notice
- given access to this policy via centre website

Candidates are made aware of the above at the start of their course of study leading to an externally accredited qualification.

At this point, the centre also brings to the attention of candidates the annually updated JCQ document Information for candidates – Privacy Notice which explains how the JCQ awarding bodies process their personal data in accordance with the DPA 2018 and UK GDPR (or law relating to personal data in any jurisdiction in which the awarding body or centre are operating).

Candidates eligible for access arrangements**/reasonable adjustments** which require awarding body approval using Access arrangements online are also required to provide their consent by signing the GDPR compliant JCQ candidate personal data consent form before approval applications can be processed online.

Section 3 – Hardware and software

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

Hardware	Protection measures
Desktop computer	Access to the exams module is limited to those few staff who need to use it. It is password protected.

Software/online system	Protection measure(s)
MIS A2C Awarding body secure extranet sites (AQA, EDEXCEL, OCR, WJEC)	Exam officer has access to all exam board extranet sites and A2C, all password protected. Different passwords are used for exam boards and MIS system. Data Manager has second access to exam board extranet sites – all password protected

Section 4 – Dealing with data breaches

Although data is handled in line with DPA/GDPR regulations, a data breach may occur for any of the following reasons:

- loss or theft of data or equipment on which data is stored
- inappropriate access controls allowing unauthorised use
- equipment failure
- human error
- unforeseen circumstances such as a fire or flood
- hacking attack

- ‘blagging’ offences where information is obtained by deceiving the organisation who holds it
- cyber-attacks involving ransomware infections

If a data protection breach is identified, the following steps will be taken:

1. **Containment and recovery**

Dr Janet Rose will lead on reporting the breach to the Academy Trust’s Data Protection Officer.

It will be established:

- who needs to be made aware of the breach and inform them of what they are expected to do to assist in the containment exercise. This may include isolating or closing a compromised section of the network, finding a lost piece of equipment and/or changing the access codes
- whether there is anything that can be done to recover any losses and limit the damage the breach can cause. As well as the physical recovery of equipment, this could involve the use of back-up hardware to restore lost or damaged data or ensuring that staff recognise when someone tries to use stolen data to access accounts
- which authorities, if relevant, need to be informed

2. **Assessment of ongoing risk**

The following points will be considered in assessing the ongoing risk of the data breach:

- what type of data is involved?
- how sensitive is it?
- if data has been lost or stolen, are there any protections in place such as encryption?
- what has happened to the data? If data has been stolen, it could be used for purposes which are harmful to the individuals to whom the data relates; if it has been damaged, this poses a different type and level of risk
- regardless of what has happened to the data, what could the data tell a third party about the individual?
- how many individuals’ personal data are affected by the breach?
- who are the individuals whose data has been breached?
- what harm can come to those individuals?
- are there wider consequences to consider such as a loss of public confidence in an important service we provide?

3. **Notification of breach**

Notification will take place to enable 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.

4. **Evaluation and response**

Once a data breach has been resolved, a full investigation of the incident will take place. This will include:

- reviewing what data is held and where and how it is stored
- identifying where risks and weak points in security measures lie (for example, use of portable storage devices or access to public networks)
- reviewing methods of data sharing and transmission

- increasing staff awareness of data security and filling gaps through training or tailored advice
- reviewing contingency plans

Section 5 – Candidate information, audit and protection measures

For the purposes of this policy, 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.

The table below details the type of candidate exams-related information held, and how it is managed, stored and protected

Protection measures may include:

- password protected area on the centre's intranet
- secure drive accessible only to selected staff
- information held in secure area
- updates undertaken under the discretion of the Network Manager (this may include updating antivirus software, firewalls, internet browsers etc.)

Section 6 – 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 Exam Archiving policy which is available/accessible on the school website, here

Section 7 – Access to information

(With reference to ICO information https://ico.org.uk/your-data-matters/schools/exam-results/)

The GDPR gives individuals the right to see information held about them. This means individuals can request information about them and their exam performance, including:

- their mark
- comments written by the examiner
- minutes of any examination appeals panels

This does not however give individuals the right to copies of their answers to exam questions.

Requesting exam information

Requests for exam information can be made to Ms R Cloves, Examinations Officer in writing/email by students and their parents and ID may need to be verified if a former candidate is unknown to current staff.

A decision will be made by the head of centre as to whether the student is mature enough to understand the request they are making, with requests considered on a case by case basis.

The GDPR does not specify an age when a child can request their exam results or request that they aren't published. When a child makes a request, those responsible for responding should take into account whether:

- the child wants their parent (or someone with parental responsibility for them) to be involved; and
- the child properly understands what is involved.

The ability of young people to understand and exercise their rights is likely to develop or become more sophisticated as they get older. As a general guide, a child of 12 or older is expected to be mature enough to understand the request they are making. A child may, of course, be mature

enough at an earlier age or may lack sufficient maturity until a later age, and so requests should be considered on a case by case basis.

Responding to requests

If a request is made for exam information before exam results have been published, a request will be responded to:

- within five months of the date of the request, or
- within 40 days from when the results are published (whichever is earlier).

If a request is made once exam results have been published, the individual will receive a response within one month of their request.

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 unless a request is accompanied with permission from the candidate and appropriate evidence (where relevant), to verify the ID of both parties, provided.

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.

Sharing information with parents

The centre will take into account any other legislation and guidance regarding sharing information with parents (including non-resident parents and a local authority (the 'corporate parent'), as example guidance from the Department for Education (DfE) regarding parental responsibility and school reports on pupil performance:

- Understanding and dealing with issues relating to parental responsibility www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility (Updated 24 August 2023 to include guidance on the role of the 'corporate parent', releasing GCSE results to a parent and notifying separated parents about a child moving school)
- School reports on pupil performance www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers

Publishing exam results

The school does not routinely publish the examination results of individual students. From time to time we have been asked for information by the local press and, if this were to be the case, no information would be shared without seeking consent from the candidate(s) concerned. A Level subjects, by student, are published in the Prizegiving programme. Please contact Mrs Gahir if you wish to be excluded from this list.

When considering publishing exam results, King Edward VI Camp Hill School for Girls will make reference to the ICO (Information Commissioner's Office) https://ico.org.uk/your-data-matters/schools/exam-results/ Can schools give my exam results to the media for publication?

Section 8 – Table recording candidate exams-related information held including retention period

For details of how to request access to information held, refer to section 6 of this policy (**Access to information**)

Information type	What personal/sensitive data is/may be contained in the information	Where information is stored	How information is protected	Retention period
Access arrangements information Special consideration information	Candidate name Candidate DOB Gender Data protection notice (candidate signature) Diagnostic testing outcome(s) Specialist report(s) (may also include candidate address) Evidence of normal way of working	Access Arrangements Online MIS Lockable metal filing cabinet	MIS system – secure user name and password In secure area solely assigned to exams In secure office (SENCo) To be returned to SENCo as records owner at end of the candidate's final exam series. Kept in secure storage until end of EARS period.	1 year after leaving. Scanned to secure area. Confidential waste disposal
Alternative site arrangements	Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP.			
Entry information Resolving Timetable Clash Information	Candidate name Candidate DOB/Exam number/UCI Gender	Locked cabinet in exam office	MIS system - Secure user name and password - Paper copies kept in cabinet in exam office	Until end of EAR period - Confidential waste disposal
Private candidate information	Candidate name Address/Email address Candidate DOB/Exam number/UCI Gender	Secure area, Exam Officer, MIS	In exam office and password protected on MIS system.	Until end of EAR period - Confidential waste disposal
Transfer of credit information	Candidate name Candidate DOB/Exam number/UCI Gender Transfer centre details.	Secure area, Exam Officer, MIS	In exam office and password protected on MIS system.	Until end of EAR period - Confidential waste disposal
Transferred candidate arrangements	Candidate name Candidate DOB/Exam number/UCI Gender Transfer centre details.	Secure area, Exam Officer, MIS	In exam office and password protected on MIS system.	Until end of EAR period - Confidential waste disposal
Attendance registers copies Exam room incident logs Seating plans Very late arrival reports/outcomes Overnight Supervision	Candidate name Candidate DOB/Exam number/UCI Gender	Exam secure storage area	Exam secure storage area at end of each exam	Until end of EAR period. Confidential waste disposal

Information type	What personal/sensitive data is/may be contained in the information	Where information is stored	How information is protected	Retention period
Very Late Arrivals				
Suspected malpractice reports/outcomes	Candidate name Candidate DOB/Exam number/UCI Gender	Secure area, Exam Officer, MIS	In exam office and password protected on MIS system.	Until end of EAR period - Confidential waste disposal
Results information	Candidate name Candidate DOB/Exam number/UCI Gender	MIS System	Password protected	At discretion of Data Manager
Post-results services: confirmation of candidate consent information Post-results services: scripts provided by ATS service	Candidate name Candidate DOB/Exam number/UCI Gender Consent form	MIS System	Password protected	
Post-results services: requests/outcome information	Candidate name Candidate DOB/Exam number/UCI Gender Post result service outcome	MIS System	Password protected	Paper copies until end of EAR period. Confidential waste disposal
Candidates' scripts	Candidate name Candidate DOB/Exam number/UCI Gender	Exam secure storage area	Scripts required by staff for T&L must have candidate permission via JCQ form	Uncollected scripts paid for by candidates put in confidential waste.
Candidates' work	Candidate name Candidate DOB/Exam number/UCI Gender	Candidates work returned to subject leaders coursework/NEA after 31 Oct	Exam secure storage area	Given to subject leaders after 31st Oct
Certificates	Candidate name Candidate DOB/Exam number/UCI Gender	In exam secure storage area.	In locked cabinet	Kept in school
Certificate destruction information	Candidate name Candidate DOB/Exam number/UCI Gender	In exam secure storage area.		Do not destroy
Certificate issue information	Candidate name Candidate DOB/Exam number/UCI Gender	In locked cabinet	Only candidate can sign for certificates unless written consent from candidate to nominate another person.	In locked storage cabinet
Invigilator and facilitator training records	Name	Locked cabinet in exam office	In locked cabinet	Kept on file

For further information about date retention, refer to the MAT Data Retention Policy.