

# DATA PROTECTION POLICY

## (Exams)

### 2024/25

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by

Matthew Taylor / Andrea Whitehead	
Date of next review	September 2025

## Key staff involved in the policy

Role	Name(s)
Head of centre	Matthew Taylor
Exams officer	Andrea Whitehead
Senior leader(s)	Melissa Smith

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## Purpose of the policy

This policy details how Lever Park, 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.

It is the responsibility of the centre to inform candidates of the processing that the centre undertakes. For example, that the centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.

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.

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

- Awarding bodies
- Joint Council for Qualifications (JCQ)
- Department for Education; Local Authority; Multi Academy Trust.

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 Portal; City & Guilds Walled Garden
- a Management Information System (MIS) provided by ESS 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 including controlled assessments and coursework, special consideration requests and exam results/post-results/certificate information.

## Section 2 – Informing candidates of the information held

Lever Park ensures that candidates are fully aware of the information and data held.

All candidates are:

- given access to this policy via the trust website
- Candidates are made aware of the above at the start of a course leading to a vocational qualification, or, where candidates are following GCSE qualifications, when the entries are submitted to awarding bodies for processing.

Candidates are made aware of the above (at the start of a course when entries are submitted to awarding bodies for processing).

Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data ("Student Materials"). Candidates will be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.

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	Date of purchase and protection measures	Warranty expiry
Desktop computer; Laptop/tablet	Hardware is checked by SICT	Desktop computer; Laptop/tablet

Software/online system	Protection measure(s)
MIS - SIMS	Protected usernames and password centre administrator has to approve the creation of new user accounts and determine access rights Regular software updates
Intranet; Internet browser(s);	Regular checks to Firewall/Antivirus software; etc.
Awarding body secure extranet site	protected usernames and passwords; rules for password setting (use of a mix of upper/lower cases letters and numbers) rules for regularity of password changing centre administrator has to approve the creation of new user accounts and determine access rights
A2C	Protected usernames and password to log on to the computer

## 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

Bolton Impact Trust Data Protection Officer will lead on investigating the breach.

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.

An information audit is conducted annually

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 every 3 months (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 Exams archiving policy which is available/accessible from the website.

## **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 the Academy Lead in writing. ID will need to be confirmed by a Passport or Drivers Licence if a former candidate is unknown to current staff.

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.

A decision will be made by the Academy Lead as to whether the student is mature enough to understand the request they are making, with requests 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](http://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](http://www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers)

### **Publishing exam results**

Lever Park will publish exam results to the media or within the centre in line with the following principles:

- Refer to guidelines as published by the Joint Council for Qualifications
- Act fairly when publishing results, and where people have concerns about their or their child's information being published, taking those concerns seriously
- Ensure that all candidates and their parents/carers are aware as early as possible whether examinations results will be made public and how this will be done
- Explain how the information will be published. For example, if results will be listed alphabetically, or in grade order

As Lever Park will have a legitimate reason for publishing examination results, consent is not required from students or their parents/carers for publication. However, if a student or their parents/carers have a specific concern about publication of their results, they have the right to object. This objection must be made in writing to the Academy Lead who will consider the objection before making a decision to publish and reply with a good reason to reject the objection to publish the exam results.



## Section 8 – Table recording candidate exams-related information held

For details of how to request access to information held, refer to section 7 of this policy (**Access to information**)

For further details of how long information is held, refer to section 6 of this policy (**Data retention periods**)

Information type	Information description (where required)	What personal/sensitive data is/may be contained in the information	Where information is stored	How information is protected	Retention period
Access arrangements information		Candidate name Candidate DOB Gender Signed candidate personal data consent form Diagnostic testing outcome(s) Specialist report(s) (may also include candidate address) Evidence of normal way of working Educational, Health Care Plan (EHCP)	Access Arrangements Online MIS Lockable metal filing cabinet	Secure user name and password In secure office	Until the expiry date has passed
Attendance registers copies		Candidate name Candidate number	Lockable metal filing cabinet	In secure area solely assigned to exams	Until the deadline for reviews of marking has passed, or any appeal, malpractice or other results has been completed, whichever is later.
Candidates' scripts	Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service.	Candidate name Candidate number	Lockable room	Kept in a lockable cupboard	To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts.

Information type	Information description (where required)	What personal/sensitive data is/may be contained in the information	Where information is stored	How information is protected	Retention period
Candidates' work	Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.	Candidate name Candidate number	To be stored safely and securely	To be stored safely and securely along with work that did not form part of the moderation sample (including materials stored electronically)	Until the deadline for a review of moderation has passed or until a review of moderation, an appeal or a malpractice investigation has been completed, whichever is later
Certificates	Candidate certificates issued by awarding bodies.	Candidate name Candidate DOB Candidate results	A lockable room	Kept in a lockable cupboard	...retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	Candidate name Candidate DOB Candidate results	A lockable room	Lockable metal filing cabinet	...destroy any unclaimed certificates after retaining them for a minimum of 12 months. They must be destroyed in a confidential manner. Centres that do not have a means of destroying certificates confidentially may return them to the

Information type	Information description (where required)	What personal/sensitive data is/may be contained in the information	Where information is stored	How information is protected	Retention period
					respective awarding body.
Certificate issue information	A record of certificates that have been issued.	Candidate name Candidate DOB	In secure area solely assigned to exams	Lockable metal filing cabinet	Retain them for a minimum of 12 months.
Conflicts of interest records		Staff name Staff DOB Family members candidate name Family members DOB	In secure area solely assigned to exams	Lockable metal filing cabinet	Until the deadline for a review of moderation has passed or until a review of moderation, an appeal or a malpractice investigation has been completed, whichever is later
Entry information		Candidate name Candidate DOB	Exam board Online MIS Lockable metal filing cabinet	Secure user name and password In secure area solely assigned to exams	To be retained until Results day
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session.	Candidate name Candidate DOB Description of incident Staff names	In secure area solely assigned to exams	Lockable metal filing cabinet	To be retained until the deadline for EARs or the resolution of any outstanding enquiries/appeals for the relevant exams series.

Information type	Information description (where required)	What personal/sensitive data is/may be contained in the information	Where information is stored	How information is protected	Retention period
Invigilator and facilitator training records		Staff names	The exam office online A lockable room	Secure user name and password  In secure area solely assigned to exams	A record of the content of the training given to invigilators must be retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.
Overnight supervision information	JCQ form <i>Timetable variation and confidentiality declaration for overnight supervision</i> for any candidate eligible for these arrangements.	Candidate name Candidate DOB	In secure area solely assigned to exams	Lockable metal filing cabinet	Keep for inspection all completed forms available in your centre until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent	Candidate name Candidate DOB Candidate signature Candidate email address	Exam boards Online MIS  In secure area solely assigned to exams	Secure user name and password  Lockable metal filing cabinet	Consent forms or e-mails from candidates must be retained by the centre and kept for at least six months following the

Information type	Information description (where required)	What personal/sensitive data is/may be contained in the information	Where information is stored	How information is protected	Retention period
					outcome of the clerical re-check or review of marking or any subsequent appeal.
Post-results services: requests/outcome information	Any hard copy information relating to a post-results service request (RoRs, appeals, ATS) submitted to an awarding body for a candidate and outcome information from the awarding body.	Candidate name Candidate DOB Candidate UCI number Candidate ULN number Candidate gender Candidate results	Exam boards Online In secure area solely assigned to exams	Secure user name and password Lockable metal filing cabinet	EAR consent to be retained for at least six months following the outcome of the enquiry or any subsequent appeal.  ATS consent to be retained for at least six months from the date consent given.
Post-results services: scripts provided by ATS service		Candidate name Candidate DOB Candidate results	Exam boards Online In secure area solely assigned to exams	Secure user name and password Lockable metal filing cabinet	ATS consent to be retained for at least six months from the date consent given.
Post-results services: tracking logs		Candidate name Candidate DOB Candidate results	A lockable room	Lockable metal filing cabinet	EAR consent to be retained for at least six months following the outcome of the enquiry or any subsequent appeal.

Information type	Information description (where required)	What personal/sensitive data is/may be contained in the information	Where information is stored	How information is protected	Retention period
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers	Candidate name Candidate DOB Candidate UCI number Candidate ULN number Candidate gender	MIS In secure area solely assigned to exams	Secure user name and password Lockable metal filing cabinet	
Results information	Broadsheets of results summarising candidate final grades by subject by exam series.	Candidate name Candidate DOB Candidate UCI number Candidate ULN number Candidate gender Candidate results	Exam boards Online MIS In secure area solely assigned to exams	Secure user name and password Lockable metal filing cabinet	Records for current year plus previous 6 years to be retained as a minimum.
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	Candidate name Staff name	In secure area solely assigned to exams	Lockable metal filing cabinet	Until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.
Special consideration information	Any hard copy information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate.	Candidate name Candidate DOB Candidate UCI number Information why special consideration is needed	Exam boards Online	Secure user name and password	The centre must retain evidence supporting an on-line special consideration application until after the



Information type	Information description (where required)	What personal/sensitive data is/may be contained in the information	Where information is stored	How information is protected	Retention period
					publication of results
Suspected malpractice reports/outcomes	Any hard copy information relating to a suspected or actual malpractice investigation/report submitted to an awarding body and outcome information from the awarding body.	Candidate name Candidate DOB Candidate UCI number Information why a suspected malpractice was suspected Outcome of malpractice	Exam boards Online In secure area solely assigned to exams	Secure user name and password Lockable metal filing cabinet	To be retained until the deadline for EARs or the resolution of any outstanding enquiries/appeals for the relevant exams series.
Transferred candidate arrangements	Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.	Candidate name Candidate DOB Candidate UCI number Gender	Exam boards Online MIS In secure area solely assigned to exams	Secure user name and password Lockable metal filing cabinet	To be retained until the deadline for EARs or the resolution of any outstanding enquiries/appeals for the relevant exams series.
Very late arrival reports/outcomes	Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP.	Candidate name Candidate DOB Candidate UCI number	Online via CAP Lockable metal filing cabinet	Secure user name and password	To be retained until the deadline for EARs or the resolution of any outstanding enquiries/appeals for the relevant exams series.