

DATA PROTECTION POLICY

(Exams)

2024/25

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
M Goulborn - Principal	
Date of next review	January 2026

Key staff involved in the policy

Role	Name(s)
Head of Centre	M Goulborn - Principal
Exams Officer	C Mudie
Senior Leader(s)	S French – Vice Principal L Starr – Vice Principal S Kennedy – Assistant Principal J Fodor - Assistant Principal M McGarrity - Assistant Principal
IT Manager	S Elgar
Business Manager	S Hamer
Data Manager	A Cox

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Purpose of the policy

This policy details how Christ's College, Guildford, 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 is 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, 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)
- Any other organisations as relevant to Christ's College, Guildford e.g. Department for Education; Local Authority; The Good Shepherd 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 Portal; City & Guilds Walled Garden
- Our Management Information System (MIS) provided by Arbor, sending/receiving information via electronic data interchange (EDI) using A2C (<https://www.jcq.org.uk/about-a2c>) to/from awarding body processing systems

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

Christ's College, Guildford ensures that candidates are fully aware of the information and data held.

All candidates are:

- informed via Christ's College, Guildford website, assemblies, tutor time, in class and by verbal/written request.
- given access to this policy via Christ's College, Guildford website, and verbal/written request.

Candidates are made aware of the above at the start of a course or when the registrations/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
School desktops, generally Dell machines We use a Smoothwall firewall on our network.	Unknown. We run Windows 10 with the latest service pack on all machines, (last checked August 30). Sophos AV is installed on all machines and is checked daily by IT Services	

Software/online system	Protection measure(s)
ExamsWritePad is used for students to write their exam. The data is held on our server until the document has been printed, usually immediately after the exam has finished	The only person with access to the folder with exam data is the Network manager

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

Christ's College Guildford 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 Christ's College, Guildford 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 to Mrs Claire Mudie – Exams Officer in writing or by email and ID will need to be confirmed 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 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.

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

When considering publishing exam results, Christ's College, Guildford will make reference to the ICO (Information Commissioner's Office)
<https://ico.org.uk/for-the-public/schools/exam-results/#:~:text=Can%20schools%20give%20my%20exam%20results%20to%20the,the%20UK%20GDPR%20does%20not%20stop%20this%20happening>.

Can schools give my exam results to the media for publication?

Christ's College, Guildford will publish exam results to the media or within the centre (e.g. on an honours board) 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 Christ's College, Guildford 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 Mr M Goulborn, Principal, 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	Access arrangements Online MIS Lockable metal filing cabinet	Secure username and password In secure office (SENCo)	Duration of school attendance
Alternative site arrangements		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 Examinations due to be taken and tier if applicable Details of the alternative provision	Access arrangements online MIS	Secure username and password In secure office with SENDCo and Safeguarding team	Duration of school attendance
Attendance registers copies		Candidate name Candidate number	MIS	Secure username and password	12 months from the examination date or until investigation

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
		Name of examination taken and tier if applicable Examination number Access arrangements	Access arrangements online Exam Officer's room	Secure password and username Secure username and password or in a cabinet, the office is locked at all times	or appeal is completed
Candidates' scripts		Candidate name Candidate examination number Details of examination taken and tier Grading provided by board Candidates work	MIS Exam Officer's room	Secure username and password Locked in exam officers office	12 months after examination date or once appeal is complete
Candidates' work		Candidate name Candidate examination number Details of examination sat and tier Grading provided by board	MIS Exam Officer's room	Secure username and password Locked in exam officers office	12 months after examination date of once appeal/investigation is complete.
Centre consortium arrangements for centre assessed work		Candidate name Candidate number Name of examination taken and tier if applicable Examination number Access arrangements Data protection notice (candidate signature) Diagnostic testing outcome(s) Specialist report(s) (may also include candidate address)	MIS Access arrangements online Exam Officer's room	Secure username and password Secure password and username Secure username and password or in a cabinet, the office is locked at all times	12 months from the examination date or until investigation or appeal is completed

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
		Evidence of normal way of working Details of the alternative provision			
Certificates		Candidate Name Candidate Examination Number Details of examination sat and tier Grading provided by board	MIS Exam Officer's office	Secure username and password Locked in Exam Officer's office	12 months after examination date once appeal/investigation is complete.
Certificate destruction information		Candidate Name Candidate Examination Number Details of examination sat and tier Grading provided by board	Google drive spreadsheet Exam Officer's office	Secure username and password Locked in Exam Officer's office	12 months after examination date of once appeal/investigation is complete.
Certificate issue information		Candidate Name Candidate Examination Number Details of examination sat and tier Grading provided by board	Locked in Exam Officer's office	Locked in Exam Officer's office Signed for upon collection	12 months after examination date of once appeal/investigation is complete.
Conflicts of interest records		Staff member name Candidate details Courses candidate is taking	Locked in Exam Officer's office Google drive spreadsheet	Locked in Exam Officer's office Secure username and password	12 months after examination date of once appeal/investigation is complete.
Entry information		Candidate name Candidate gender Candidate DOB Course candidate sitting along with tier	MIS Locked in Exam Officer's office Exam board's sites, ie Pearson, AQA, WJEC, OCR	Secure password and username Locked in the Exam Officer's office	12 months after the examination date or once the appeal/investigation is complete
Exam room incident logs		Invigilator names Students names	Locked in Exam Officer's office	Locked in Exam Officer's office	12 months after examination date or once 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
		Candidate seat numbers Details of incidents			appeal/investigation is complete.
Invigilator and facilitator training records		Invigilator names Invigilator contact details	Locked in Exam officer's office Google drive spreadsheet	Locked in Exam Officer's office Secure username and password	Ongoing
Overnight supervision information		Candidate name Candidate address Course being sat and tier if applicable	In Exam Officer's office	Locked in Exam Officer's office	12 months after examination date or once the appeal/investigation have been completed
Post-results services: confirmation of candidate consent information		Candidate name Candidate address	Exam Officer's office MIS	Secure username and password	12 months from date of examination or once the
Post-results services: requests/outcome information		Candidate name Candidate address Course being sat and tier if applicable Results	MIS Exam Officer's office Exam board's site ie Pearson, AQA, WJEC, OCR	Secure password and username Locked in Exam Officer's office	12 months from examination date of date appeal/investigation is completed
Post-results services: scripts provided by ATS service		Candidate name Candidate address Course being sat and tier if applicable	MIS Exam office Exam board's site ie Pearson, AQA, WJEC, OCR	Secure username and password Locked in Exam Officer's office	12 months from examination date or completion of the appeal/investigation
Post-results services: tracking logs		Candidate name Candidate address	MIS Exam office Exam board site ie	Secure username and password	12 months from examination date or

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
		Course being sat and tier if applicable	Pearson, AQA, WJEC, OCR	Locked in exam officers office	completion of the appeal/investigation
Resolving timetable clashes information		Candidate name Candidate address Course being sat and tier if applicable	MIS Exam office	Secure username and password Locked in exam officers office	12 months from examination date or completion of the appeal/investigation
Results information		Candidate name Candidate address Course being sat and tier if applicable	MIS Exam Office	Secure username and password Locked in exam officers office	12 months from examination date or completion of the appeal/investigation
Seating plans		Candidate name Course being sat and tier if applicable Access arrangements	MIS Exam Office	Secure username and password Locked in exam officers office	12 months from examination date or completion of the appeal/investigation
Special consideration information		Candidate name Course being sat and tier if applicable Access arrangements Details of incident	MIS Exam office Exam board's site ie Pearson, AQA, WJEC, OCR	Secure username and password Locked in exam officers office	12 months from examination date or completion of the appeal/investigation
Suspected malpractice reports/outcomes		Candidate name Course being sat and tier if applicable Access arrangements Details of incident	MIS Exam office Exam board's site ie Pearson, AQA, WJEC, OCR	Secure username and password Locked in exam officers office	12 months from examination date or completion of the appeal/investigation
Transferred candidate arrangements		Candidate name Course being sat and tier if applicable	MIS Exam office Exam board's site ie	Secure username and password Locked in exam officers office	12 months from examination date or completion of the appeal/investigation

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	Pearson, AQA, WJEC, OCR		
Very late arrival reports/outcomes		Candidate name Course being sat and tier if applicable Access arrangements Details of incident	MIS Exam office Exam board's site ie Pearson, AQA, WJEC, OCR	Secure username and password Locked in Exam Officer's office	12 months from examination date or completion of the appeal/investigation