



**Breckenhbrough**  
*- more than a school*

# **DATA PROTECTION POLICY**

## **(Exams)**

**2025/26**

This policy is reviewed annually to ensure compliance with current regulations

|                            |         |
|----------------------------|---------|
| Approved/reviewed by       |         |
| Simon Bannister/Liz Cooper |         |
| Date of next review        | Sept 26 |

## Key staff involved in the policy

| Role             | Name(s)   |
|------------------|---|
| Head of centre   | Simon Bannister   |
| Exams officer    | Liz Cooper  |
| Senior leader(s) | Matt Halifax (Deputy), Sue Jones (Bursar), Stuart Edwards (Head Soc Ed) |
| IT manager       | The Patton-Filson Group Limited (External Contractor)                   |
| Data manager     | Aisling Hyland  |



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## Purpose of the policy

This policy details how Breckenbrough School, 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.

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; Consortium; the Press; etc.

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/Eduqas Secure Website; Cambridge Assessment International Examinations (CAIE) CIE Direct.
- Management Information System (MIS) provided by SchoolPod 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, special consideration requests and exam results/post-results/certificate information.

## Section 2 – Informing candidates of the information held

Breckenbrough School ensures that candidates are fully aware of the information and data held.

All candidates are:

- informed via the schools' induction process, in centre newsletters and via electronic communications.
- given access to this policy via the schools' website or by written request.

Candidates are made aware of the above at the start of a course leading to a vocational qualification, or, where candidates are following GCE and GCSE qualifications, when the entries are submitted to awarding bodies for processing.

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.

## 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

Sue Jones (Bursar), 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 every September, after the deadline for Enquiries About Results (EAR's) have passed.

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 as required by out external IT Management consultants

## **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 Exams Office in hard copy or online (SharePoint).

## **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 the Data Protection Officer in writing/email and how 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 Teacher 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](https://www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers)

### **Publishing exam results**

When considering publishing exam results, Breckenbrough School 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

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<br>Candidate DOB<br>Gender<br>Data protection notice (candidate signature)<br>Diagnostic testing outcome(s)<br>Specialist report(s) (may also include candidate address)<br>Evidence of normal way of working | Access Arrangements Online<br>MIS<br>Lockable metal filing cabinet SENCo's Office | Secure user name and password<br>In secure office (SENCo) | Hard copy or online archive – 25 years from date of child leaving the establishment. |
| Alternative site arrangements   |  | Candidate name<br>Candidate DOB<br>Gender<br>Data protection notice (candidate signature)<br>Diagnostic testing outcome(s)<br>Specialist report(s) (may also include candidate address)<br>Evidence of normal way of working | Secure storage EO and Alternative site (as required)                              | Secure storage EO and Alternative site                    | Retained until the EAR Deadline has passed   |
| Attendance registers copies     |  | Candidate Name<br>Candidate Number   | Lockable metal filing cabinet – Exams Cupboard                                    | Locked filing cabinet inside Exams Office                 | Retained until the EAR Deadline has passed   |
| Candidates' scripts             |  | Candidate Name<br>Candidate number   | Secure Storage Exams Cupboard (when completed)                                    | Exams Safe (until postage)                                | Posted same day or next day at the latest.   |

| Information type                                | Information description<br>(where required) | What personal/sensitive data is/may be<br>contained in the information | Where information is<br>stored  | How information is<br>protected  | Retention period  |
|---|---|--|---|--|---|
| Candidates' work                                |   | Candidate Name   | Classroom Secure<br>Storage or Exams Office   | Locked filing<br>cabinet inside<br>Exams Office                                    | Retained until<br>the EAR<br>Deadline has<br>passed   |
| Certificates                                    |   | Candidate name<br>Candidate Number<br>Date of Birth                    | Student Files in<br>Finance/Admin Office  | Locked filing<br>cabinet   | Retained until<br>students leave<br>the school, then<br>handed to<br>students as part<br>of their Record<br>of Achievement. |
| Conflicts of interest records                   |   | Staff name<br>Candidate Name<br>Candidate Date of Birth                | Filing Cabinet Exams<br>Office  | Locked Filing<br>Cabinet   | Retained until<br>Conflict of<br>Interest has<br>passed   |
| Entry information                               |   | Candidate Name<br>Candidate Number<br>Date of Birth<br>Gender          | MIS System  | Secure Username,<br>password and PIN<br>number                                     |   |
| Exam room incident logs                         |   | Candidate Name<br>Candidate Number                                     | Lockable metal filing<br>cabinet – Exams<br>Cupboard  | Locked filing<br>cabinet inside<br>Exams Office                                    | Retained until<br>the EAR<br>Deadline has<br>passed   |
| Invigilator and facilitator<br>training records |   | Staff Name   | The Exams Office Online<br>Certificates are stored in<br>Admin Office on<br>Personnel Files | Secure Username<br>and Password<br><br>Locked Filing<br>Cabinet in Admin<br>Office | Retained until<br>the end of the<br>academic year<br>(for JCQ) & until<br>the end of the<br>year (For CIE<br>Exams)         |

| Information type   | Information description<br>(where required) | What personal/sensitive data is/may be<br>contained in the information | Where information is<br>stored                       | How information is<br>protected   | Retention period   |
|--|---|--|--|---|--|
| Overnight supervision<br>information                                       |   | Candidate Name<br>Candidate DoB  | Lockable Filing Cabinet –<br>Exams Cupboard          | Locked filing<br>cabinet inside<br>Exams Office                                   | Retained until<br>the EAR<br>Deadline has<br>passed                  |
| Post-results services:<br>confirmation of candidate<br>consent information |   | Candidate Name<br>Candidate DoB  | Lockable Filing Cabinet –<br>Exams Cupboard          | Locked filing<br>cabinet inside<br>Exams Office                                   | Retained until<br>the EAR<br>Deadline has<br>passed                  |
| Post-results services:<br>requests/outcome<br>information                  |   | Candidate Name<br>Candidate DoB  | Exam Board’s Secure<br>Website                       | Secure Username<br>and Password   | Retained until<br>the EAR<br>Deadline has<br>passed                  |
| Post-results services:<br>scripts provided by ATS<br>service               |   | Candidate Name<br>Candidate DoB  | Exam Board’s Secure<br>Website                       | Secure Username<br>and Password   | Retained until<br>the EAR<br>Deadline has<br>passed                  |
| Results information  |   | Candidate name<br>Candidate Number<br>Date of Birth                    | Exam Board’s Secure<br>Website<br>MIS System         | Secure Username<br>and Password<br>Secure Username,<br>Password and PIN<br>number |  |
| Seating plans  |   | Candidate Name<br>Candidate Number                                     | Lockable metal filing<br>cabinet – Exams<br>Cupboard | Locked filing<br>cabinet inside<br>Exams Office                                   | Retained until<br>the EAR<br>Deadline has<br>passed                  |
| Special consideration<br>information                                       |   | Candidate name<br>Candidate Number<br>Date of Birth                    | Exam Board’s Secure<br>Website                       | Secure Username<br>and Password   | Retained by<br>Exam Board<br>until the EAR<br>Deadline has<br>passed |

| Information type                          | Information description<br>(where required) | What personal/sensitive data is/may be<br>contained in the information | Where information is<br>stored | How information is<br>protected | Retention period   |
|---|---|--|--------------------------------|---------------------------------|--|
| Suspected malpractice<br>reports/outcomes |   | Candidate name<br>Candidate Number<br>Date of Birth<br>Staff Name      | Exam Board's Secure<br>Website | Secure Username<br>and Password | Retained by<br>Exam Board<br>until the EAR<br>Deadline has<br>passed |
| Transferred candidate<br>arrangements     |   | Candidate name<br>Candidate Number<br>Date of Birth                    | JCQ's AA Online website        | Secure Username<br>and Password | Retained by JCQ<br>until the EAR<br>Deadline has<br>passed           |
| Very late arrival<br>reports/outcomes     |   | Candidate name<br>Candidate Number                                     | Exam Board's Secure<br>Website | Secure Username<br>and Password | Retained by<br>Exam Board<br>until the EAR<br>Deadline has<br>passed |