



Data Protection Policy

This policy forms a cluster of policies in relation to the Exam Centre. Policy written in January 2019.

Reviewed annually

Current version reviewed: December 2023

Personal Data

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). We will comply with the requirements of the General Data Protection Regulation and the Data Protection Act 2018.

We will distribute the JCQ document Information for candidates – Privacy Notice, General and Vocational Qualifications.

The head of centre (Fouzia Butt), or a member of the senior leadership team, must advise any person involved in administering, teaching or completing examinations/assessments that where malpractice is suspected or alleged personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved and may be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication Suspected Malpractice in Examinations and Assessments – Policies and Procedures (COPY AVAILABLE IN THE EXAM OFFICE) .

Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes. We will ensure that candidates are made aware of this.

Candidates and other individuals may obtain access to their personal data such as examination results by applying to the appropriate awarding body's data protection officer.

Data protection laws acknowledge that an examination certificate is a contemporaneous record of achievement. The fact that an individual's name might have changed since the date of issue of the certificate does not render it inaccurate for the purposes of the data protection legislation.

Copyright

For confidentiality purposes question papers must not be released to centre personnel for use in accordance with the above licence until after the awarding body's published finishing time for the examination or, in the case of a timetable variation, until all candidates within the centre have completed the examination.

This does not restrict access to question papers by authorised centre personnel for the purpose of conducting examinations.

The assessment materials will either be assessed internally by teachers in the centres (whose marks will be moderated) or externally by examiners. Any such assessment materials will be anonymised to ensure that the candidates cannot be identified.

Confidentiality

The centre will:

- i. Keep confidential the names and addresses of examiners, moderators, external verifiers and any other awarding body examining/assessment personnel. This also extends to e-mail addresses of awarding body/JCQ personnel;
- ii. Not forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications (including third party applications) such as Facebook, Twitter, Snapchat, LinkedIn etc;
- iii. Keep confidential the centre's employment of, in any capacity, any current or former JCQ Centre Inspectors, awarding body examiners, moderators, awarders, external verifiers or other examining personnel, and not mention them in any form of literature issued in connection with the centre's programmes of assessment.