SAINT JOHN HENRY NEWMAN CATHOLIC COLLEGE

2023 / 2024

Policy adopted: 1st September 2022

Last review date: 1st September 2023

Signed by: Mrs K. Phillips

Position: Senior Deputy Headteacher

GDPR POLICY

Saint John Henry
Newman Catholic College

LOVE ONE ANOTHER

SERVICE TO LOVE YOUR NEIGHBOUR AS YOURSELF

COURAGE TO DO THE RIGHT THING

DIGNITY TO TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED

EXCELLENCE THROUGH LEARNING

"We strive to have the courage to celebrate
and live our Christian Faith,
in love and service to all others,
to achieve dignity and excellence"

We monitor the impact of all policies on students, staff, parent and governors with particular reference to the impact on the attainment and wellbeing of students.

As a Roman Catholic College we believe that our policy should reflect our mission statement, which calls us to love and honour the dignity of every individual.

Contents

Key staff involved in General Data Protection Regulation Policy

Role	Name(s)
Head of Centre	G R Potts
Exams Officer	T Burlison
Exams Officer Line Manager (Senior Leader)	K Phillips
Data Protection Officer	Provided by the Local Authority
Data Manager	S Ali
IT Manager	I Worsley

Purpose of the Policy:

This policy details how Saint John Henry Newman Catholic College, in relation to exams management and administration, ensures compliance with the regulations as set out by the Data Protection Act (DPA) and General Data Protection Regulation (GDPR).
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
- Not transferred outside the European Economic Area without adequate protection

To ensure that the centre meets the requirements of the DPA and 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 – Candidate information, audit and protection measures*.

Candidates' exams-related data may be shared with the following organisations:
- Awarding bodies **(password protected)**
- Joint Council for Qualifications **(password protected)**
- Department for Education **(password protected)**
- Local Authority
- Salford Diocese
- The local press/media coverage

This data may be shared via one or more of the following methods:
- Hard copy
- Email
- Secure extranet sites (e-AQA, OCR Interchange, Pearson Edexcel online, WJEC Secure services, Schools key to success secure site)
- Management Information Systems (Capita ESS SIMS, Arbor, A2C Data exchange)

This data may relate to exams 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:

Newman Catholic College ensures that candidates are fully aware of the information and data held.

All candidates are:
- Informed via whole year assembly and issue of centre specific policy
- Given access to this policy via school website and upon written request

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.

Candidates are made aware of the above at the start of their course of study leading to all external examinations.

Section 3 – Hardware and software:

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

Hardware	Date of purchase and protection measures	Warranty expiry
Admin Desktop PCs - HP 260 G2 DM	Purchased August 2019 – Rolling antivirus updates – Microsoft Endpoint Protection	August 2024
SIMS Server – VMWare Virtual server hosted on HP BLc7000 blade server		August 2024
Arbor		August 2024
Backed up to HP DL360G7 backup server running Microsoft DPM		

Software/online system	Protection measure(s)
A2C Software	Provided by JCQ

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 fire or flood
- Hacking attack
- 'blagging' offences where information is obtained by deceiving the organisation who holds it

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

1. Containment and recovery:

The Data Protection Officer will lead on investigating the breach as soon as it has been identified.
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 it is?
- 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 it relates; if it has been damaged, this poses a different type of 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 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 and 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 Data Protection Officer will conduct an information audit annually.

The table in section 8 details the types 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 month (includes 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 the methods of disposal are contained in the Centre's "Exams Archiving Policy" which is available/accessible from the school website.

Section 7 – Access to information:

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 Exams Officer in writing, 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 a member of SLT 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 the request is accompanied with written permission from the candidate and appropriate evidence (where relevant), to verify the ID of both parties.

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 (e.g. 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

Up until and on Results day, parents/carer can request information regarding their child. After this point the centre will directly communicate with the candidate only. This is due to the candidate being processed within the college system as a 'leaver', which means that the candidate is no longer on role and therefore parents must have permission before contacting the college regarding any information about their child. The student must contact the Exams Officer and giving permission for their information being shared by providing written consent.

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

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

For further details of how long information is held, refer to the "**Exams Archiving Policy**" which can be located on the schools website.

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 record/history and evidence and approval to support any application that have been made	Candidate name Candidate number Candidate DOB Gender Diagnostic Testing outcome Specialist reports Evidence of "normal way of working"	Access Arrangements online MIS (SIMS) / Arbor Exams secure storage area School drive	Password protected to enter site In exams secure storage facility Restricted access to school drive	With EO/SEND for 2 years after candidate leaves.
Attendance Registers copies	Copies of registers for all internal/external examinations	Candidate name Candidate number Exam/Tier of entry	In examinations secure storage area	In exams secure storage facility	Until the deadline for all EARs has passed.
Candidate's work	Hard copies/Electronic copies of candidates work	Candidate name Candidate number Exam/Tier of entry Data protection notice (candidate signature)	In teachers secure storage area or pupil folders on shared drive	Pupil only access via password logins I.T. and selected staff will have "read only" access.	Until the deadline for all EARs has passed.
Certificates	Formal certificates received from relevant boards	Candidate name Candidate number Candidate DOB	In examinations secure storage area	In exams secure storage facility	For 2 years after the candidate has left.

		Subjects Results			
Certificate destruction information	Formal certificates	Candidate name Candidate number Candidate DOB Subjects Results	In examinations secure storage area	Disposed of via confidential waste	Disposed of 2 years after the candidate has left.
Certificate Issue Information	Formal certificates	Candidate name Candidate number Candidate DOB Subjects Results	In examinations secure storage area	All records stored in exams secure storage facility	Until the deadline for all EARs has passed.
Entry Information	Entry mark-sheets	Candidate name Candidate number Subject/Tier of entry	MIS (SIMS) / Arbor Entry information folder	Sole access to SIMS/Arbor mark-sheets restricted to Exam Officer/Assistant only Folder located in Data Office which is locked when empty.	Until the deadline for all EARs has passed.
Exam Room Incident Logs	Log sheets for any issues during exams	Candidate name Candidate number Subject/Tier of entry Nature of the issue	Exams secure storage area	In exams secure storage facility	Until the deadline for all EARs has passed.
Overnight supervision information	JCQ forms	Candidate name Candidate number Subject/Tier of entry	JCQ folder in exams office School drive (EO)	Restricted access for EO only	Until the deadline for all EARs has passed.
Post results services: confirmation of candidate consent information	Signed consent forms	Candidate name Candidate number Subject/Tier of entry Service requested	Exams secure storage area School drive (EO)	Restricted access for EO only	Until the deadline for all EARs has passed.

Post results services: requests/outcome information	Signed consent forms	Candidate name Candidate number Subject/Tier of entry Service requested Outcome	Exams secure storage area School drive (EO)	Restricted access for EO only	Until the deadline for all EARs has passed.
Post results services: scripts provided by ATS service	Signed consent forms	Candidate name Candidate number Subject/Tier of entry	Exams secure storage area School drive (EO)	Restricted access for EO only	Until the deadline for all EARs has passed.
Post results services: tracking logs	Signed consent forms	Candidate name Candidate number Subject/Tier of entry	Exams secure storage area School drive (EO)	Restricted access for EO only	Until the deadline for all EARs has passed.
Private candidate information	JCQ forms	Candidate name Candidate number Candidate DOB Subject/Tier of entry Payment details	JCQ folder in exams office School drive (EO)	Restricted access for EO only	Until the deadline for all EARs has passed.
Resolving clashes information	Pupil statements of entry	Candidate name Candidate number Candidate DOB Subject/Tier of entry	MIS (SIMS) / Arbor Entry information folder	Folder located in Data Office which is locked when empty.	Until the deadline for all EARs has passed.
Results Information	Candidates results	Candidate name Candidate number Candidate DOB Subject Results	MIS (SIMS) / Arbor 4Matrix	Restricted access to teaching staff. The Data Manager manages this.	Paper documentation disposed of after deadline for all EARs. Electronic data (4Matrix/MIS) is ongoing
Seating Plans	Seating arrangements for all exams	Candidate name Candidate number Subject/Tier of entry	MIS (SIMS) / Arbor	EO has sole access to this area	Until the deadline for all EARs has passed.

			Exams Registers folder within exams secure storage		
Special Consideration information	JCQ forms	Candidate name Candidate number Subject/Tier of entry Reason for request	JCQ folder in exams office School drive (EO)	Restricted access for EO only	Until the deadline for all EARs has passed.
Suspected Malpractice reports/outcomes	JCQ forms	Candidate name Candidate number Subject/Tier of entry Nature for report	JCQ folder in exams office School drive (EO)	Restricted access for EO only	Until the deadline for all EARs has passed.
Transfer of credit information	Transfer request	Candidate name Candidate No/Reg No Subject/Course transferred from and to	Exam folder in exams office Awarding bodies site	Password protection to enter site restricted to few staff. EO to allocate relevant access rights	Until the deadline for all EARs has passed.
Transferred Candidate Information	JCQ forms	Candidate name Candidate number Candidate DOB Subject/Tier of entry	JCQ folder in exams office School drive (EO)	Restricted access for EO only	Until the deadline for all EARs has passed.
Very Late arrival reports/outcomes	JCQ forms	Candidate name Candidate number Subject/Tier of entry Reason for late arrival	JCQ folder in exams office School drive (EO)	Restricted access for EO only	Until the deadline for all EARs has passed.

Signed by Head of Centre:	*[signature]*	Date: 22.09.23
Signed by Examinations Officer:	T. Burison	Date: 22.09.23

Renewal Date: September 2024

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