

Privacy notice relating to the processing of personal data by the school, for the purpose of examinations

(Version 1.1 – wef 21.02.2023)



MAE EICH DATA O BWYS

YOUR DATA MATTERS

Mae'r ddogfen hon ar gael yn Gymraeg / This document is also available in Welsh

About this privacy notice

This privacy notice applies to the processing of personal data by secondary and through schools (Years 7-13) within Rhondda Cynon Taf (RCT) that are maintained by the local authority ('Rhondda Cynon Taf County Borough Council' 'RCTCBC'). It also applies to the processing of personal data by faith schools (Years 7-13) within RCT that are voluntary funded.

Click [here](#) for a full list of schools covered by this privacy notice.

This privacy notice is provided by RCTCBC for and on behalf of schools under a data protection Service Level Agreement.

Introduction

This privacy notice is intended to provide information about how the school will use (or 'process') personal data about individuals, including our current, past, and prospective pupils and their parents, carers or guardians (referred to in the notice as 'parents') for examination purposes.

The term 'examination' within this privacy notice also covers accreditations and assessments etc., including, but not limited to;

- GCSE examinations
- A level examinations
- Welsh Baccalaureate
- Duke of Edinburgh Award
- BTEC qualifications

Whilst we have tried to make this privacy notice as clear and concise as possible, the categories of personal data we process may vary depending on the examination undertaken and any support or adjustments a pupil requires for the exam. Should you require further information specific to your child please do not hesitate to contact the Data Protection Lead.

When processing the personal data, we process only the minimum amount necessary in relation to the purpose.

This privacy notice should be read in conjunction with your school's;

- General Privacy Notice

The Data Controller

The school is the data controller for the personal data we process, unless otherwise stated. This includes the personal data processed by the Governing Body, head teacher, individual governors, teachers, teaching assistants and support staff etc.

The school is registered with the Information Commissioner's Office (ICO) as a controller.

How to contact us for data protection matters or concerns

The school's Data Protection Lead is the main point of contact for data protection matters. The Data Protection Lead can be contacted using our normal contact methods; by telephone, email, post and in person at the school. Click [here](#) for contact information.

The Data Protection Officer

RCTCBC provides a data protection support service to the school under a Service Level Agreement, including the provision of a Data Protection Officer (DPO).

The DPO can be contacted in relation to data protection matters. However, we encourage you to contact the school in the first instance. Should you have the need to contact the Data Protection Officer directly you can do so via email to the following email address;

- Information.management@rctcbc.gov.uk

We recommend that, when contacting the DPO, that you send a copy of the correspondence to the school as the data controller.

The categories of personal data we process

We process the following categories of personal data for examination purposes.

Personal data relating to pupils and private candidates (e.g. former pupils resitting an exam at the school);

- Personal identifiers such as name, date of birth, class, year, unique pupil number etc
- Contact information – address, telephone number, email address
- Relevant additional learning needs, disability and health information – required for example, if adjustments are required in relation to the exam.
- Assessment information / coursework (if applicable to the qualification)
- Examination details – exam undertaken, subjects, results etc.
- Information relating to any examination appeal

Personal data relating to parents

- Personal identifiers such as name, relationship to pupil
- Contact information – address, telephone number, email address
- Financial details – if there is a payment for any examination, qualification etc

Why we process the personal data

We process the personal data in order undertake our statutory functions relating to examinations.

This may include but is not limited to the following activities;

- Applying for examinations
- General administration
- Processing payments relating to examinations
- Make any provisions relating the exams e.g. adjustments etc.
- Collation of coursework / assessment information (if applicable to the qualification)
- Holding / invigilating the exam
- Providing examinations results
- Communicating with parents and pupils
- Facilitate inspections by an examination board etc.
- Examination appeals
- Statutory returns

Our lawful basis for processing the personal data

Under the General Data Protection Regulation (GDPR), our lawful basis for processing the personal data to undertake our statutory function relating examinations is;

- **Public Task** - Article 6 (e) – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- **Substantial public interest** - Article 9 (2) (g) - processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject

The primary legislation, regulations and guidance that supports this includes, but is not limited to;

- Education Act 2002
- Qualification Wales Act 2015
- Curriculum and Assessment Wales Act 2021

Who and where we get the personal data from

We may receive the personal data from;

- Pupils / Private Candidates
- Parents
- School staff
- Exam invigilators
- Examination Boards

Who we share personal data with

We may share personal data with the following key organisations to for examination purposes.

When sharing the personal data, we only share the minimum amount necessary in relation to the purpose.

Who	Purpose
Examination Boards (e.g. WJEC, AQA, EDEXEL)	<ul style="list-style-type: none">• Enrol a candidate, receive results, certificates of qualification etc.
Joint Council for Qualifications	<ul style="list-style-type: none">• Audit and inspection purposes
Exam invigilators (if external to the school)	<ul style="list-style-type: none">• To invigilate the exam
Local Authority (RCTCBC) Data Team Central South Consortium Welsh Government	<ul style="list-style-type: none">• Statutory returns/reporting• School improvement

Data Processors

A data processor is a company or organisation that processes personal data on behalf of a controller. The school uses data processors that provide services to us. The category of data processors that the school uses in relation to the processing of examination data is;

- IT system suppliers / service providers

Our data processors act only upon our instruction. They cannot do anything with the personal data unless we instruct them to do so. They will not share the personal data with any organisation apart from us or use it for their own purposes. They will hold it securely and retain it for the period we instruct.

Should you have a specific query relating to our data processors, please contact the Data Protection Lead.

How long we retain the personal data

We retain the personal data contained within examination records as follows;

Record	Basic Record Description	Statutory Provision	Retention period
Exam results	Exam results	Not applicable	Current year + 6 years
Exam certificates – pupil copies	Exam certificates	Not applicable	Should be returned to the examination board after a reasonable period
Information about exam results	Statistical information regarding attainment (not pupil level data)	Education (School Information) (Wales) (Amendment) Regulations 2004	Recommend 10 years after date of submission

Following the retention period expiry, personal data will be permanently and securely destroyed.

NOTE: In keeping with the General Data Protection Regulation storage limitation principle records are periodically reviewed. Only personal data that is relevant to the record is retained for the entire retention period. Information that has no long term or evidential value is routinely destroyed in the normal course of business.

Your data protection rights

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your personal data.

Your right of access

You have the right to ask us for copies of your personal data. This right always applies. There are some exemptions, which means you may not always receive all the data we process. [You can read more about this right on the ICO's website.](#)

Your right to get your data corrected

You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete data you think is incomplete. This right always applies. [You can read more about this right on the ICO's website.](#)

Your right to get your data deleted

You have the right to ask us to erase your personal data in certain circumstances. [You can read more about this right on the ICO's website.](#)

Your right to limit how organisations use your data

You have the right to ask us to restrict the processing of your personal data in certain circumstances. [You can read more about this right on the ICO's website.](#)

Your right to object to the use of your data

You have the right to object to us processing your personal data in certain circumstances. [You can read more about this right on the ICO's website.](#)

Your right to data portability

This only applies to personal data you have given us. You have the right to ask that we transfer the personal data you gave us from one organisation to another or give it to you. This right only applies if we are processing the personal data based on your consent or under, or in talks about entering a contract and the processing is automated. [You can read more about this right on the ICO's website.](#)

You are not required to pay any charge for exercising your rights. We have one month to respond to your request from the date your request is validated. We may extend this period by a further two months if the request is complex or we receive a number of requests from you.

Please contact the school's Data Protection Lead if you wish to make a request.

Your right to make a data protection complaint to the school

You have the right to complain to the school if you believe we have not handled your personal data responsibly and in line with good practice.

If you have a concern, we encourage you to contact the Data Protection Lead in the first instance. Most concerns can be resolved relatively quickly through a simple phone call or email to the school. Should you wish to make a formal complaint you can do so via our complaints policy.

Your right to make a data protection complaint to the ICO

You can also complain to the ICO if you are unhappy with how we have used your data, but we encourage you to contact us first.

The ICO's contact information is:

- Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Helpline number: 0303 123 1113
- Website: <https://www.ico.org.uk>

Version Control

Version no	Valid From	Valid To	Comments
1.0	15.08.2022	21.02.2023	Document creation. Final document.
1.1	21.02.2023		Amended to included availability of Welsh version