



Ysgol Gymunedol
TONYREFAIL
Community School

Privacy Notice for Examination Appeals

Why we share pupil, parent/carer and 3rd party information

In this privacy notice, we have summarised some of the key ways in which we use your personal information for Examination Appeals purposes. This information should be read in conjunction with our School's general Privacy Notice.

The categories of pupil or private candidate information that we collect, hold and share can include:

- Personal information (such as name, unique pupil number, candidate number and address)
- Education and training
- Special Category (such as health)
- Any other personal data given by the pupil or private candidate, which is used to assist the appeal process

Why we collect and use pupil or private candidate information

We use the data to administer all aspects of examination appeals such as:

- Appeals against the outcomes of post-results services, clerical re-checks, reviews of marking and reviews of moderation
- Appeals against access arrangements online
- Appeals against special consideration
- Appeals against malpractice

The categories of parent/carer information that we collect, hold and share can include:

- Personal information (such as name and address)
- Financial details (in respect of payment for a private appeal)

Why we collect and use parent/carer information

We use the data:

- for appeal payment purposes

Collecting information – who we get our data from

Whilst the majority of information provided to us is mandatory, some of it is provided to us on a voluntary basis with consent. In order to comply with the General Data Protection Regulation (GDPR), we will inform you whether you are required to provide certain information to us or if you have a choice in this when the data is collected.

In the case of Examinations Appeals we will get our data from:

- Staff (invigilators etc)
- Candidates

Who we share information with

We share information with:

- Examination Boards e.g. WJEC, AQA, EDEXEL – in order to process the appeal

For Privacy Notice information relating to the Examination Board processing the appeal, please visit the relevant pages on their website.

The lawful basis on which we use this information

UK Data Protection legislation is set out in the Data Protection Act 2018 and the GDPR.

This legislation states that we are allowed to use and share personal information, only where we have a proper and lawful reason for doing so.

Our lawful bases for processing personal information for Examinations Appeals:

- **Consent** – where top achiever results are published in school publications, local news, social media etc.

Storage and disposal of personal data

We hold personal data in line with the guidance set out in the Retention Schedule, contained within the IRMS Toolkit for Schools, the examination board and JCQ may have specific retention and would be solely dependent on that Boards Policy.

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

Requesting access to your personal data and your rights

The GDPR gives you important rights. To find out more about accessing personal data and the other rights, please visit our School's general privacy notice.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead.

Approved by: The Governing Body **Date:** _____

Next review due by: Spring term 2021

Version Control

Version no	Valid From	Valid To	Comments
1.0	May 2020	May 2021	Final document