



Ysgol Gymunedol
TONYREFAIL
Community School

Privacy Notice for Examinations

Why we share pupil information

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

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

- Personal information (such as name, unique pupil number and address)
- Special Category (such as health)
- Assessment information (such as on-going teacher assessment)
- Additional Learning Needs and Disability information

Why we collect and use pupil information

We use the data to administer all aspects of external examinations and non-examined testing. This includes applying for the examinations, providing results, coursework collation, special arrangements for medical and psychological conditions, inspections and appeals etc.

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

- Personal information (such as name and address)
- Contact Details (including telephone numbers and email addresses)
- Education and training
- Employment details
- Financial details (in respect of payment for exam entry)

Why we collect and use parent/carer and examination staff information

We use the parent data:

- to send communication documents relating to the examinations process
- for examination payment purposes

We use 3rd party data:

- to hold the examinations
- to appoint the examination staff
- to process the exam fees

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 we will get our data from

- Parents/carers
- Pupils
- Local Authority (Ed Psych reports etc)
- External candidates

Who we share information with

We share information with:

- Parents/carers
- Other schools – in the case of transfers
- RCT Local Authority – to administer the cross checking of results
- Joint Council for Qualifications – for inspection purposes
- Press/media – to publish results
- Capita SIMS – to record, process and store data
- Examination Boards (e.g. WJEC, AQA, EDEXEL) – to process entries, issue results and certificates

For Privacy Notice information relating to the organisations above, please visit the data protection pages of their websites.

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:

- **Public Task** – processing is necessary for the school to undertake its statutory responsibilities as a public body and is exercising official authority which is laid down by law– The Qualifications Act 2015
- **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**.

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