
PUBLIC EXAMINATIONS – DATA PROTECTION POLICY
Centre 17632

This data may relate to exam entries, access arrangements, the conduct of exams and non-examination assessments, special consideration requests and exam results/post-results/certificate information.

Merchant Taylors' School ensures that candidates are fully aware of the information and data held about them. All candidates are:

- informed via issuing Statements of Entry, Statements of Results, and other exam related paperwork.
- given access to this policy via the School Website.

Candidates eligible for access arrangements are also required to provide their consent by signing the GDPR compliant JCQ candidate personal data consent form before access arrangements approval applications can be processed online.

Although data is handled in line with the DPA 2018, 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 a fire or flood
- hacking attack
- 'blagging' offences where information is obtained by deceiving the organisation who holds it
- cyber-attacks involving ransomware infections

The School stores data pertaining to Public Examinations using a range of technological measures in line with the requirements of JCQ. The School also co-operates with regular JCQ and Awarding Body Inspections, the most recent having taken place in Summer 2023.

If a data protection breach is identified, the Senior Master will take the necessary steps to contain, recover and assess the ongoing risk. They will also be responsible for communication with the parents and students and then will review our procedures.

Details of retention periods, the actions taken at the end of the retention period and method of disposal are contained in the centre's Transparency Notice for Pupils which is available/accessible from the School Website.

The DPA 2018

