

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.

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
- humaduct of exams

third party unless a request is accompanied with written permission from the candidate and appropriate evidence (where relevant), to verify the ID of both parties, provided.

Head of Examinations
October 2023
To be reviewed October 2024