



NCER^{CIC}
National Consortium for Examination Results
Community Interest Company

DATA PROTECTION POLICY

NCER CIC recognises its responsibility to comply with the Data Protection Act 1998, the General Data Protection Regulation (GDPR) and all other relevant legislation and regulations. The 1998 Act and GDPR regulate the use of personal data, this does not have to be sensitive data, it can be as little as a name and address.

THE DATA PROTECTION ACT:

The Data Protection Act 1998 and the General Data Protection Regulation (GDPR) set out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how information can be collected, stored, processed and used. The Data Protection Act applies to anyone holding information about people electronically or on paper.

THE GENERAL DATA PROTECTION REGULATION:

The General Data Protection Regulation 2018 says that the information provided to people about how we process their personal data must be concise, transparent, intelligible and easily accessible, written in clear and plain language, particularly if addressed to a child and free of charge.

NCER CIC has procedures in place to ensure that it complies with The Data Protection Act 1998 and GDPR 2018 when holding personal information.

NCER CIC has appointed Halton Borough Council – Legal Services as its Data Protection Officer.

When dealing with personal data, the Managing Director and NCER Directors will ensure that:

IT IS PROCESSED FAIRLY AND LAWFULLY - This means that NCER Directors will be open and honest about why they want the information and that they will use it properly.

IT IS PROCESSED FOR SPECIFIED PURPOSES ONLY

IT IS RELEVANT TO WHAT IT IS NEEDED FOR - Data will be monitored so that too much or too little is not kept; only data that is needed will be held.

IT IS ACCURATE AND KEPT UP TO DATE- Personal data should be accurate, if it is not it will be corrected on notification of any errors.

IT IS NOT KEPT LONGER THAN IT IS NEEDED

IT IS PROCESSED IN ACCORDANCE WITH THE RIGHTS OF INDIVIDUALS - This means that individuals will be informed, upon request, of all the information held about them.

IT IS KEPT SECURELY - This means that only NCER Directors can access the data, it will be stored securely so it cannot be accessed by members of the public.

COLLECTING DATA

NCER CIC recognises its responsibility to be open with people when taking personal details from them. This means that NCER Directors must be honest about why they want a particular piece of information.

If, for example, an individual from a member authority gives their phone number to the Managing Director or another NCER Director this will only be used for the purpose for which it has been given and will not be disclosed to anyone else.

STORING AND ACCESSING DATA

NCER CIC may hold information about individuals such as their addresses and telephone numbers. These are to be kept in a secure location at the Managing Director's place of residence and are not available for the public to access.

Once data is not needed anymore, if it is out of date or has served its use, it will be shredded or deleted from the computer.

NCER CIC is aware that people have the right to access any information that is held about them. If a person requests to see any data that is being held about them,

- They will be sent all of the information that is being held about them
- There will be an explanation for why it has been stored
- There will be a list of who has seen it
- It will be sent within one month.
- Requests that are manifestly unfounded or excessive may be refused or a charge made
- If a request is refused, a reason will be given.

If an individual requests that their data is rectified or erased, this will be carried out, except where statutory provisions of other legal considerations require its retention

DISCLOSURE OF INFORMATION

If an NCER Director, or Steering Group Member needs to access information to help carry out their duties or any task they have been asked to undertake, this is acceptable. They are only able to access as much information as necessary and it should only be used for that specific purpose. A record will be kept of any such access to personal data.

CONFIDENTIALITY

NCER CIC is aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

If a data breach is identified the ICO will be informed immediately and an investigation will be conducted.

This policy was approved by the NCER Management Board on 6th February 2018.

This policy will be reviewed annually together with an annual review of the compliance and effectiveness of the policy.

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Company registered address:

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Company registration number: 7960839

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