



Swindon Academy

The best in everyone™

Part of United Learning

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Privacy Notice Information for Candidates

This privacy policy outlines how Swindon Academy handles personal data in accordance with UK data protection legislation and the requirements of the Joint Council for Qualifications (JCQ).

When you are entered into general or vocational qualifications such as GCSE, GCE, BTEC or other accredited qualifications, your personal information will be shared with the relevant awarding bodies for delivering examination and assessments, processing results and issuing certificates.

Swindon Academy processes personal data in accordance with **UK General Data Protection Regulation (UK GDPR)**, the **Data Protection Act 2018 (DPA 2018)**, as amended by the **Data (Use and Access) Act 2025 (DUAA)**, and any other relevant data protection legislation, regulatory requirements and statutory guidance. JCQ's *General Regulations for Approved Centres* (section 6.1) require Swindon Academy and awarding bodies to comply with current data protection legislation.

These are the privacy notices from JCQ and each awarding body:

JCQ	https://www.jcq.org.uk/about-us/privacy-policy/
AQA	https://www.aqa.org.uk/about-us/privacy-notice
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
WJEC	https://www.wjec.co.uk/home/privacy-policy/
Eduqas	https://www.eduqas.co.uk/home/privacy-policy/

Who are the awarding bodies and how to contact them

Each awarding body is a separate organization. You can contact the school's Exams Officer to confirm which awarding body is delivering the qualification that you are undertaking. A statement of entry will be sent to candidates to confirm the qualifications with the awarding bodies that they have been entered into. You can contact each awarding body from here:

<https://www.jcq.org.uk/contact-us/>



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Why Swindon Academy collects your personal data

There is a requirement for schools to hold exams-related information on all candidates taking external examinations. This includes candidate's name, date of birth, gender, and other information required for administration, assessment and awarding of qualifications etc. This information is provided by you or your parents/guardians and stored securely within the school's information system.

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

How will we use your data

Personal Data

The school will provide relevant personal data including name, date of birth and gender, to the awarding bodies for the purpose of examination and awarding qualifications.

The awarding organizations may also share relevant information with national qualification databases for statistical analysis and policy development.

Student Materials

This refers to materials submitted by candidates for assessments such as written work, audio, visual, computer programmes and data ('Student Materials').

The awarding body is entitled to use Student Materials submitted for assessments, where necessary to improve, maintain and assure the quality, consistency and effectiveness of the assessment, qualification and regulatory framework, as set out in sections 6.17-6.19 of JCQ *General Regulations for Approved Centres* document. **Candidates are not entitled to opt out of these uses.**

The awarding body may also anonymise materials used for teacher and examiner training, examiner reports and similar assessment-related publications and research directly related to the assessment, qualification and regulatory activities. Candidates may raise their request to the Exams Officer or senior members of staff at Swindon Academy, to opt out of this purpose of use. The request will be submitted to the relevant awarding body.

Please visit the awarding body's privacy notice above for further information about how the student materials may be used.

Access Arrangements

Candidates who are eligible for access arrangements which require awarding body's approval, their application will be processed through Access Arrangements Online (AAO). This application is managed in accordance with UK GDPR and the Data Protection Act 2018.

Malpractice

When a candidate is involved in a suspected or alleged malpractice, their personal data will be provided to the awarding body whose examinations/assessments are involved, and that data may



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also be shared with other awarding bodies (in accordance with *JCQ Suspected Malpractice – Policies and Procedures*).

When a candidate is reported for suspected or actual malpractice where a joint investigation is conducted by more than one awarding organisation, the awarding organisations will be responsible for ensuring that any sharing of data between them is carried out in line with their statutory obligations under data protection legislation (primarily the *Data Protection Act 2018 and UK GDPR*).

How long do we keep your personal data

Swindon Academy keeps exams-related personal data in accordance with the updated JCQ guidance and the school's Exams Archiving policy. The policy is reviewed annually to align with the latest JCQ requirements. Records contain personal information will be confidentially destroyed once the retention period has expired.

Each awarding body retains your information only for as long as necessary. Each has its own retention policy that sets out what information it retains, how it is retained and for how long. Please visit the awarding body's privacy notice above for further details.

Will your data be shared with any other organisations

Swindon Academy may share your data with the awarding bodies, JCQ, United Learning Trust, Department of Education (DfE), Learning Records Service (LRS), and Swindon Borough Council.

The awarding bodies may be required to provide your data to educational agencies, such as Department of Education (DfE), Welsh Government, Department of Education (Northern Ireland), ESFA, regulators, HESA, UCAS, Local Authorities and the Learning Records Service (LRS).

Your Rights

You have several rights under the data privacy legislation, including accessing your data, updating your data, requesting erasure, restricting processing etc. Please contact the relevant awarding body if you have any concerns about how your personal data will be used.

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