

COVID-19 Appendix to Data Protection Policy

Introduction

COVID-19 (commonly known as Coronavirus) has presented a huge challenge nationally to the normal running of education and child care provision. On 23rd March 2020 all schools in the United Kingdom were closed on the advice of the UK Government to help delay the spread of the Coronavirus, and that they were only to remain open for those children of workers critical to the COVID-19 response - who absolutely need to attend. The summer examinations for students entered for GCSE examinations were subsequently cancelled.

Education and child care settings are also expected to remain open to those children who are identified as vulnerable and their needs cannot be catered for at home, or they need to attend the education/child care setting as it is a safe place.

As part of the UK Government response to COVID-19, schools were directed to submit Centre Assessed Grades and student ranking to replace the Summer 2020 examinations series.

This appendix has been prepared to address the School's specific Data Protection response to requests submitted by individual students or their parent/carers in relation to the School's assessed marks, grades and ranking for them.

Status of this document

This is an appendix to the main body of the School's Data Protection Policy and will be effective from the date of issue until the setting returns to business as usual, following the COVID-19 pandemic.

It has been formally agreed and signed off by **the Headteacher, Nicola Doward**

Any questions about the contents of this document should be directed to:

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Confidentiality of Centre Assessed Grades and Ranking

Until the results are published in August 2020, both the Centre Assessed Grades and rank order must be kept strictly confidential. Disclosure of any of the information by a member of staff to students, parents/carers or any third party will be considered to be examination malpractice and a violation of the teacher standards. The School's Leadership will remind staff of the need to ensure that the data is kept strictly confidential. The confidential nature of the data will remain after the publication of results in August.

Responding to Data or Freedom of Information requests

All and any data access requests will continue to be addressed by the School's Data Protection Officer. Individual staff should not respond to such requests and must refer them immediately to the Data Protection Officer.

Students or their parent /carers may request their mark, grade or ranking verbally or in writing (including electronically). There is no requirement for a request to be in a set format, use specific phrasing or to complete a request form.

Timeline for responses

Any request for a student's mark, grade or ranking received prior to the examination boards publishing the results must not be responded to prior to the publication of the results.

Requests received on or after the examinations boards' publication date must be responded to within one month.

Information to be provided

In response to a student or parent/carer request, School may provide the student's Centre Assessed Grade(s), their ranked number within that grade and any other stored information relevant to the grade and / or ranking. This may include any saved or deleted emails between staff colleagues relating to the marking, grading and ranking process and guidance issued to staff in relation to this process.

School must not provide the name, mark, grade or ranking of any other student when responding to a Data or Freedom of Information request.

Guidance to staff

In order to ensure the confidentiality of the Centre Assessed Grades and ranking data, School will take steps to ensure that;

- All staff colleagues are fully aware of what constitutes a Data request and how the school will respond.
- There is a clear protocol to ensure that all data requests are logged and responded to in accordance with this Appendix.
- The guidance information shared with staff in respect of marking, grading and ranking students is made available to include in any data request responses.
- The School's data privacy notice is up to date and being adhered to.

Date of issue: June 15th 2020.