



## **EXAMSCREEN EXTRA**

### Privacy Data and GDPR Policy

At Examscreen Limited we take privacy seriously and ensure that we are fully meeting the data protection standards and General Data Protection Regulation (GDPR).

The categories of school's information that we collect, hold and share are only what is essentially needed and limited to:

- basic information (such as name, address of school).
- key contact details- name and email address of account holder (for account and communications purposes).

#### **Data collection requirements**

To be granted access to school's information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

#### **Requesting access to your school data**

Under data protection legislation, schools have the right to request access to information about them that we hold. To make a request for your school information, contact Sophie Gaston, Director at Examscreen, on [sophie.gaston@examscreen.co.uk](mailto:sophie.gaston@examscreen.co.uk) who acts as data protection lead. You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means [this can be removed if your provision do not use any automated processing]
- in certain circumstances, have inaccurate school data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection Regulations. If you have a concern about the way we are collecting or using your schools' data, we request that you raise your concern to us.