

1 Introduction

- 1.1 This notice is for all stakeholders of London College of Music Examinations (LCME) within the University of West London (UWL) to explain the purposes for which we hold information about you (your personal data).
- 1.2 From 25 May 2018, your data will be held in accordance with the General Data Protection Regulation (GDPR).
- 1.3 LCME is a department within the University of West London. UWL is registered as a Data Controller with the Information Commissioner. The University Secretary and Chief Compliance Officer is the Data Protection Officer. If you wish to obtain further information about the University's registration, it can be viewed at [http://ico.org.uk/what we cover/register of data controllers](http://ico.org.uk/what-we-cover/register-of-data-controllers). University registration no. Z4666761.
- 1.4 All data is held and processed in line with the University's Data Protection Policy which can be accessed [here](#). All data which LCME receives from you is kept securely and only used for legitimate purposes in connection with your engagement with LCME.
- 1.5 LCME holds personal data for exam candidates, teachers, schools, parents, examiners and centre representatives.

2 How does LCME collect your data?

- 2.1 Through the exam booking process. On the online/paper entry form, you will be asked to confirm various personal details. Further information is collected on candidates as they progress through the exams in terms of their assessment performance. LCME collects entry data from:
- a) ERIC: eric.uwl.ac.uk
 - b) Digital Exam Platform: uwl.autosmarttech.org/login
 - c) RGT: rgt.org
 - d) LCME website: lcme.uwl.ac.uk/upload-work

3 Types & categories of data

- 3.1 LCME will store data relating to your personal details and your contact details. The exam record will be stored for all LCME candidates. For candidates entering for digital exams, LCME will store video recordings of the exam performance.

4 Purpose of collection and processing of data

- 4.1 LCME needs to process your personal data to manage your exam process and your engagement with LCME and also to ensure we can deliver the service you have booked.
- 4.2 LCME processes your personal data for the following purposes:
- Administration and delivery of exam sessions;
 - Provision of online access to LCME via ERIC and other booking systems;
 - Using and analysing your data in order to support candidates to achieve their learning goals
 - Carrying out statutory duties to provide information to external agencies (see 'Disclosures' for further details);
 - Other activities that fall within the pursuit of LCME's legitimate business (including the development and maintenance of the exams record).

- 4.3 LCME also collects special categories of data such as ethnicity. This information is used for monitoring, statistical and research purposes in order to ensure access to LCME services.
- 4.4 LCME will collect and analyse candidate data to help candidates succeed and achieve their learning goals.

5 Additional notices and guidance/policies

- 5.1 We also have some additional notices, guidelines and policies with further useful information about the way in which we process your personal data:

UWL's Data Protection Code of Practice: This contains a lot of useful general information on data protection and University practices see <https://www.uwl.ac.uk/about-us/policies-and-regulations>

LCME's website: we use Cookies (that will collect your personal data) on our web pages. Please see our policy on the use of Cookies at <http://lcme.uwl.ac.uk/privacy-and-cookies>

6 Legal basis for processing

- 6.1 Some of the data we collect from you is required to enable us to administer and deliver your/your candidates' exam entry. The provision of this data is part of the contract the exam booker forms with LCME when an exam entry is made either online or via a paper entry form.
- 6.2 In some cases, such as provision of special categories of data, we need your consent to process this and you will be informed of the reasons for collecting the data and also request your consent at the time we collect it.
- 6.3 The basis for the collection and processing of your data is outlined in the table below.

Data	How it is collected	Used for	Basis for processing
Personal details (name, address, DOB)	Exam entry form (online via our 4 platforms or paper entry form)	Contacting or identifying a candidate	Required as part of the contract with the University
Ethnicity	Exam entry form (online via our 4 platforms or paper entry form)	Statistical purposes	Consent
Attendance data	Through our online systems	Supporting study goals Monitoring attendance	Required as part of the contract with the University
Assessment records including Marks and <i>Exam Report Forms</i>	Through our online systems and the marking process	Undertaking assessment	Required as part of the contract with the University
Special Educational Needs statements	Via online collection form or post	To provide support or to ensure reasonable adjustments can be made	Consent
Medical Records	Via online collection form or post	Mitigation process when a candidate has been unfit to sit their exam	Required as part of the contract with the University

- 6.3 Candidates are required to bring photographic ID with them to all examinations so that positive identification can be made.

7 Disclosures to third parties

- 7.1 LCME will disclose your data for third parties where this supports the assessment process or where we are legally obliged to do so and details are contained in the table below:

Disclosure to:	Details:
Regulatory authorities (Ofqual, Qualifications Wales & CCEA)	For the purpose of fulfilling our obligation to contribute to official statistics on vocational qualifications.
Department for Education	For the purpose of fulfilling our obligation to contribute to the compilation of data for the National Pupil Database, Performance Tables and Vocational Qualifications Database.
Data processors (LCME Exam Centre Representatives and Examiners)	For the purpose of supporting and recording your or your candidates' assessment.
UCAS	For the purpose of providing UCAS with results for processing.
Partner organisations (ISoM, GoCreate Academy)	For the purpose of supporting and recording your or your candidates' assessment.

- 7.2 LCME may from time to time make other disclosures without your consent. However, these will always be in accordance with the provisions of the General Data Protection Regulations.

8 Retention periods

- 8.1 Your data will be retained as set out in UWL's Records Retention Schedule see <https://www.uwl.ac.uk/about-us/policies-and-regulations>

9 Your Rights

- 9.1 Under the GDPR you have a right to request a copy of your personal data held by the University. The University is obligated to fulfil this request within 20 working days.

- 9.2 You also have the right to:

- withdraw consent where that is the legal basis of our processing;
- rectify inaccuracies in personal data that we hold about you;
- request to remove some personal data we hold about you (this will not apply to your basic student record or data held as part of the University's legal obligations)
- restrict the processing in certain ways;
- object to certain processing of your personal data by us.

- 9.3 Please see <https://ico.org.uk/> for further information on the above rights. You may also contact the Data Protection Officer for further information (university.secretary@uwl.ac.uk).

- 9.4 You have a right to complain to the Information Commissioner's Office about the way in which we process your personal data. Please see <https://ico.org.uk/>.

10 Unwanted communication

- 10.1 We will from time to time communicate with you by email, post and telephone. If, at any stage, you are concerned about the content of these communications, e.g. unwanted marketing information, or wish to change the method of communication that we use please unsubscribe to general email communications.
- 10.2 If you are unsuccessful in unsubscribing from our communications and/or remain concerned, please contact our Data Protection Officer.

11 Your Responsibilities

- 11.1 You have a responsibility to keep your personal details accurate and up to date and should notify LCME of any changes via email: LCM.exams@uwl.ac.uk
- 11.2 Teachers or exam bookers may have access to personal information about other individuals. LCME stakeholders are expected to treat this in a responsible and professional manner. You have responsibilities under the GDPR for any personal data relating to other people which you may access during your association with LCME. This responsibility is in addition to any obligations arising from professional ethics or codes of conduct. Information obtained in the expectation of a duty of confidence should be treated as confidential and generally not disclosed without the subject's consent. The University will take a serious view of any breach of the GDPR by any of its members, including the consideration of disciplinary action.