



LONDON
MATHS & SCIENCE
COLLEGE

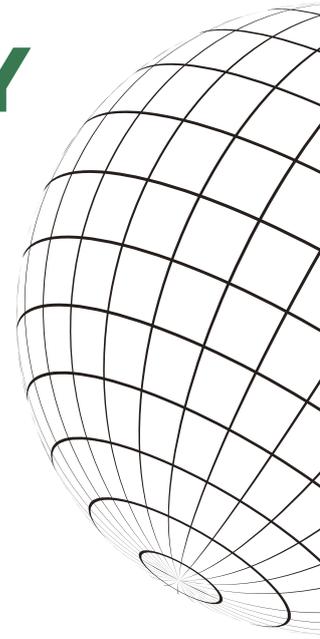
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Data Protection and Confidentiality Policy

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DATA PROTECTION AND CONFIDENTIALITY POLICY



London Maths & Science College (LMSC)

Document Reference: LMSC/DPC/01

Version: 1.0

Publication Date: 31st October 2025

Next Review Due: 31st October 2026 (annual or following)

Policy Owner: Data Protection Officer (DPO) / Principal

Approved by: Proprietor / Governing Body

1. Purpose

London Maths & Science College (LMSC) is committed to protecting the personal data and confidentiality of students, staff, applicants, parents/carers and other stakeholders. This policy sets out how personal data is collected, processed, stored and shared in compliance with UK data protection legislation and regulatory expectations, including those of **Ofsted**, **JCQ** and awarding bodies.

2. Scope

This policy applies to:

- All staff, contractors and volunteers
- All students and applicants (including UCAS applicants and exam candidates)
- All personal data processed in paper, electronic or digital form

It covers data used for teaching, safeguarding, examinations, assessment, UCAS applications, quality assurance and regulatory compliance.

3. Legal Framework

LMSC processes personal data in accordance with:

- UK GDPR
- Data Protection Act 2018
- Education (Pupil Information) Regulations (where applicable)
- Ofsted inspection framework expectations
- JCQ General Regulations for Approved Centres
- Awarding body data handling requirements

4. Data Protection Principles

Personal data will be:

1. Processed lawfully, fairly and transparently
2. Collected for specified, explicit and legitimate purposes
3. Adequate, relevant and limited to what is necessary
4. Accurate and kept up to date
5. Kept for no longer than necessary
6. Processed securely to prevent unauthorised access, loss or damage

5. Roles and Responsibilities

Proprietor / Governing Body

- Ensures appropriate oversight of data protection compliance

Principal / Head of Centre

- Overall accountability for data protection and confidentiality
- Ensures compliance with Ofsted, JCQ and awarding body requirements

Data Protection Officer (DPO)

- Provides advice on data protection compliance
- Monitors adherence to this policy
- Acts as contact point for data subjects and the ICO

Staff

- Must comply with this policy and related procedures
- Must only access personal data required for their role
- Must report data breaches immediately

6. Lawful Basis for Processing

LMSC processes personal data under the following lawful bases:

- Legal obligation (e.g. safeguarding, examinations, awarding body requirements)
- Public task (education and training provision)
- Contract (student enrolment and staff employment)
- Consent (where required, particularly for optional activities)

7. Confidentiality and Access Control

- Personal data is treated as confidential and shared strictly on a need-to-know basis
- Access to systems (MIS, VLE, UCAS, exam portals) is role-based and password protected
- Staff must not disclose personal data to unauthorised parties
- Confidential discussions must take place in private settings

8. Data Security

LMSC uses appropriate technical and organisational measures including:

- Secure servers and encrypted storage where appropriate

- Strong password protocols and multi-factor authentication where available
- Locked cabinets for paper records
- Secure exam storage compliant with JCQ requirements
- Controlled access to exam results, UCAS data and safeguarding records

9. Examinations and Awarding Body Data (JCQ Compliance)

- Candidate data is collected and processed strictly in line with awarding body requirements
- Exam materials, results and certificates are stored securely and accessed only by authorised staff
- Data relating to access arrangements, special consideration and malpractice is handled confidentially
- Records are retained in line with JCQ retention schedules

10. UCAS and Progression Data

- UCAS application data, references and predicted grades are handled confidentially
- Access to UCAS systems is restricted to authorised staff
- References are not shared with students, in line with UCAS guidance
- Data is shared with UCAS and higher education providers lawfully and securely

11. Safeguarding Information

- Safeguarding records are stored separately and securely
- Access is limited to the DSL, Deputy DSLs and senior leaders as appropriate
- Information is shared with external agencies only where legally required or to protect a child or vulnerable person

12. Data Sharing

Personal data may be shared with:

- Awarding bodies and exam boards
- UCAS and higher education institutions
- Ofsted and other regulators
- Local authorities and safeguarding agencies

All data sharing is lawful, proportionate and recorded where required.

13. Data Breaches

- Any actual or suspected data breach must be reported immediately to the DPO or Principal
- Breaches are investigated promptly and recorded
- Where required, breaches will be reported to the ICO within statutory timescales

14. Data Subject Rights

Individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request erasure (where applicable)
- Object to or restrict processing

Requests must be submitted in writing and will be handled within statutory timescales.

15. Data Retention and Disposal

- Personal data is retained only as long as necessary
 - Retention schedules reflect JCQ, Ofsted and awarding body requirements
 - Data is securely destroyed when no longer required
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16. Training and Awareness

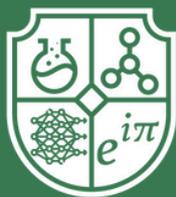
- All staff receive data protection training at induction and regular refreshers
- Additional training is provided for staff handling sensitive or high-risk data

17. Monitoring and Review

- Compliance with this policy is monitored by the DPO and SMT
- The policy is reviewed annually or earlier if legislation or regulatory guidance changes

18. Approval and Review Record

Version	Date	Approved by	Review Date
1.0	<input type="checkbox"/> / <input type="checkbox"/> / 25	Proprietor / Governing Body	<input type="checkbox"/> / <input type="checkbox"/> / 26



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