

**BCS Professional Certification**

**Qualifications Subject Access Request Policy**

**May 2017**

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# 1. Policy

As a BCS candidate you are entitled to access your examination records under the UK's Data Protection Act 1998 (DPA) by making a Subject Access Request (SAR) to us. This policy explains how to do this and what information we will provide to you.

This policy is based on good practice guidance from the Information Commissioner's Office (ICO).

Whilst the DPA only gives rights to UK citizens, we apply this policy to all candidates regardless of their location.

The Freedom of Information Act 2000 also gives individuals the right to access information held by public authorities. This Act does not apply to BCS. However, information will be supplied in line with this policy.

# 2. Scope

The scope of this policy is limited to BCS Professional Certifications candidates and your examination information. There is a broader BCS Data Protection Policy which can be downloaded from the BCS website at [www.bcs.org/privacy](http://www.bcs.org/privacy).

# 3. What information am I entitled to?

You will be notified of your results following an examination and the information below will be included:

## 3.1 Examination Marks - except for the following examinations which are simply marked 'pass' or 'fail':

- Advanced Certificate in Programme and Project Support Office
- Certificate in Project Management
- Any oral examinations

## 3.2 Candidate Feedback

Brief feedback will be supplied to candidates who have failed a written or oral examination (most multiple choice examinations will also have feedback).

In addition, under SAR you are entitled to see:

## 3.2 Examiner's Comments

Comments recorded by an examiner about your performance in written examinations. These will be supplied whether the examiner's comments are on the examination script or on a separate marking sheet. If the comments are on the examination script, then BCS will extract these and send them to you separately.

## 4. What information is excluded?

There are a number of exemptions from your right as a candidate to access your examination records under the Data Protection Act 1998. These exemptions mean you are not entitled to see:

### 4.1 Examination Scripts

BCS is exempt from the requirement to provide examination scripts because the scripts contain statements from you as the exam candidate, not Personal Data about you (Schedule 7(9) of the Act); and

### 4.2 Examination Papers

Examination papers are exempt from the requirement (Schedule 7(9) of the Act).

## 5. How long does it take to get the information?

BCS will provide information to you within 40 days of receiving your Subject Access Request (although normally it will be within two weeks).

## 6. How much does it cost?

There is a £10.00 fee for BCS to provide you with the information. Debit/credit card payments can be made by contacting our Customer Service team on + 44 (0) 1793 417 424. Or you can send a cheque made payable to BCS along with your correspondence asking for the information to the address on the back cover of this booklet.

## 7. Definitions

**Examination Paper:** A set of questions evaluating skill or knowledge which the candidate answers during the examination.

**Examination Script:** A booklet provided by BCS or the Accredited Training Organisation in which a candidate records answers to examination questions.

## 8. Review and Monitoring

BCS's Subject Access Request Policy is reviewed on an annual basis in line with departmental quality standards and regulatory criteria.

All departmental procedures, policies and working instructions are reviewed and updated on an annual basis.

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