

British Physics Olympiad Trust

Policy on the keeping and disclosure of personal and statistical information

Revised May 2018

1. Personal data¹ will be held only in line with our registration under the Data Protection Act and as augmented by this policy statement.
2. The types of personal data we collect:
 - a) **From competitions**
Teacher name, email address, school
Student name, gender, age/year group, school, level of award
 - b) **For Residential Training Camps & Student Workshops**
Full name, contact details (address & mobile phone number), medical details from parental consent forms, date of birth, photograph
 - c) **IPhO & IOAA Teams**
In addition to above – copy of passport
3. The Year 10 online competition the BPhO awards certificates which are printed and posted by the Lavenham Press, dealt with by a separate data team that is GDPR compliant. Students' names, certificate types, school names and school addresses are held securely.
4. Personal data will be made available only to staff and employees of the Trust and to the Trust's volunteers, and then only for the legitimate purposes of the Trust. In relation to students, these purposes are the administration of the Challenges and BPhO competitions, participation at the IPhO, Workshops, Training Camps, and the email Mentoring scheme.
5. In addition, names and personal contact details² of students under the age of 18 will only be made available to those who have undergone a CRB check.
6. No items specified under the title of sensitive personal data³, except for the physical condition of a student as it pertains to participation in a residential training camp and workshops, will be held by the Trust or its staff.
7. Sensitive personal data, concerning the physical condition of a student as it pertains to participation in a residential training camp, will not be kept for more than six months.
8. Personal data and sensitive personal data, concerning the physical condition of a student as it pertains to participation in a training camps and workshops, may be shared for legitimate purposes with The University of Oxford as an external organisations acting as an agent for the Trust.
9. Individual records of students from the BPhO Competitions, who are not members of the BPhO team for the IPhO, will not be kept more than six months beyond the date when it could be assumed the pupil had left secondary education at age eighteen.

¹ **Personal data** means data which relate to a living individual who can be identified –

(a) from those data, or

(b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller, and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.

² Personal contact details may refer to a pupil's home address, school and personal email addresses, home and mobile telephone numbers, passport details, medical and emergency contact details.

³ Sensitive personal data is defined by the Information Commissioners Office

10. Records of any suspected malpractice by pupils will not be kept beyond the end of the relevant school year which will be deemed to be on August 31st.
11. Anyone holding personal data on behalf of, and for the purposes of, the Trust is required to keep it secure. In particular, contact details (home addresses, email addresses and phone numbers) should not be stored on laptops or other electronic media which are removed from secure offices unless this is necessary for running one of the Trust's activities.
12. Mailing lists will not be supplied to outside organisations. All email contacts will be asked to opt in from May 2018.
13. Statistical information beyond that already published in the Annual Reports and Financial Statements and on the Trust's website will not be made publically available without the permission of the Trustees. Trustees will have the right of access to information to help them to judge whether the Trust is operating effectively and in accordance with its declared aims and the law. For this purpose, Trustees will also have the right to request the Management Committee to arrange for the analysis of data held by the Trust; the Management Committee will have the absolute discretion as to whether to accede to such requests.
14. Photographic images of individuals or group of individuals, who are the focus of the image, is personal data and consent will be sought to use it. Consent forms will explain clearly and fully how the image will be used and how long it will be retained.
15. In the event of any doubt about the correct interpretation of this policy in particular cases, the matter will be referred initially to the Trust's Data Controller (currently the BPhO Administrator) for a decision. The Data Controller may make decisions in line with existing policy and subject to the following requirements:
 - a) Any issue related to personal data of those under the age of 18 must be referred to the Trust's *deputy designated safeguarding lead* person before a decision is made.
 - b) Any issue which seems to raise a new matter of principle or policy must be referred to the Trustees before a decision is made.
 - c) The Data Controller must keep a written record of all matters referred to him or her, and the decision taken in each case. This record should be circulated to the Trustees at each of its meetings.
16. This policy statement will be brought to the attention of all the members, employees and volunteers who have access to personal data. It will be published on the Trust's website.