

# Examination Results Security Policy August 2017



## Background

The University receives the examinations results via UCAS for the purpose of taking admissions decisions over the Confirmation period. Given the volume of examination results and the number of applicant decisions that need to be taken this information is received (under an embargo agreement) ahead of the date that they are published to applicants.

It is important that **ALL** University staff who are likely to come into contact with any examination results data recognise that the information is extremely confidential and should be treated with utmost sensitivity at all times. This applies both before and after publication dates.

As a result the following overarching principles apply:

- A. The University is able to confirm a place of study at Loughborough. It is not our position to confirm an applicant's results to them.
- B. During the embargo period (*18.00 Monday 31 July to 06:00 Thursday 17 August*) **no** information that implies examination results or a change in status should be communicated to applicants.

**Important** - Any failure to respect the data confidentiality, resulting in a breach of security, will contravene the University's agreement with UCAS and the Awarding Bodies. As such it will seriously damage the University's future rights to receive the examination results and will lead to a financial penalty.

## Security of data

1. Examination results data should be treated as highly confidential at all times. Under no circumstances should they be released to a third party (including applicants) at any time.
2. An applicant's personal situation should only be discussed with them on production of their UCAS Personal ID. An application can be discussed with a third party (parent or school) provided, upon production of the UCAS Personal ID, that they are the nominated contact on the applicant's UCAS application. They should also be asked for a further personal identifier (e.g. date of birth).
3. Access to applicant data should be restricted to staff working on undergraduate admissions.
4. All Academic Schools – hardcopy and electronic data outside UG EAS should be kept to a minimum and must be kept secure at all times (e.g. printed data should be locked away when not in use). Computers with access to LUSI/EAS, UCAS Web-link or any other results data should be logged off or locked when not being used by relevant staff.
5. Admissions Office – Computers with access to LUSI/EAS, UCAS Web-link or any results data should be logged off or locked when not being used by relevant staff.
6. In no circumstances should confidential data be taken off campus.
7. The Admissions Office in the Rutland Building and N004/N005 in Haslegrave (main location for Confirmation Week decision making) should never be left unattended when application or results data are accessible, and should be locked at the end of each day's activities to prevent unauthorised access.
8. Printing and photocopying of data should be carefully controlled and restricted to authorised staff. Extreme care should be taken to ensure that data is not left around printers or photocopiers.

Any breach of security of the data in the Admissions Office or within an Academic School/Department, however minor, must be reported immediately to Dave Norton, Admissions Manager (Undergraduate).