



ExamSure

PROFESSIONAL EXAM & ASSESSMENT STAFFING

Data Protection & Confidentiality Statement

ExamSure aims to provide a reliable and professional service. We welcome feedback and take complaints seriously.

Scope & Applicability

This policy applies to all clients of *ExamSure* and should be read alongside the Client Terms & Conditions and any agreed service documentation.

1. Introduction

ExamSure is committed to protecting personal data, maintaining confidentiality, and ensuring compliance with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This statement explains how **ExamSure** collects, uses, stores, and protects personal data in the course of delivering professional exam and assessment staffing services.

2. Scope & applicability

This statement applies to:

- All personal data processed by **ExamSure**
- All clients and examination centres engaging **ExamSure** services
- All **ExamSure** employees, workers, and applicants
- All data processed in connection with examinations and assessments

This statement should be read alongside **ExamSure's** Client Terms & Conditions and any agreed service documentation.

3. Data we process

Staff and applicants

- Identity and contact details
- Right to Work documentation
- DBS and safeguarding information
- Payroll and employment records
- Availability and assignment information

Client centres

- Contact details of staff
- Booking and scheduling information
- Exam-related operational data

ExamSure does not process pupil examination data, exam scripts, or assessment outcomes.

4. Purpose of processing

Personal data is processed only where necessary for legitimate business purposes, including:

- Recruitment, vetting, and onboarding of staff
- Safeguarding and regulatory compliance
- Payroll, pensions, and statutory reporting
- Scheduling and deployment of staff
- Communication with client centres

Personal data will not be used for marketing purposes without explicit consent.

5. Legal basis for processing

ExamSure processes personal data under the following lawful bases:

- Contractual necessity – to deliver staffing services and fulfil agreements
- Legal obligation – to comply with statutory and regulatory requirements (e.g. HMRC, safeguarding)
- Legitimate interests – to manage and improve business operations
- Consent – where required (e.g. for specific communications)

e. admin@examsure.co.uk

Registered Address: ExamSure | 82A James Carter Road | Bury St. Edmunds | Suffolk | IP28 7DE | UK

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Data Protection & Confidentiality Statement (cont'd.)

6. Confidentiality

All ExamSure staff and representatives are required to:

- Treat all information obtained during assignments as strictly confidential
- Not disclose exam materials, procedures, or centre-specific information
- Follow all client centre instructions relating to exam security
- Maintain confidentiality both during and after assignments

Any breach of confidentiality may result in removal from assignments and may lead to disciplinary action or termination of engagement.

7. Data sharing

ExamSure will only share personal data where necessary and lawful. This may include:

- DBS and safeguarding service providers
- Payroll, pension, and accounting providers
- HMRC and other statutory or regulatory bodies
- Client centres (limited to information relevant to assignments)

ExamSure does not sell personal data and will never share data for unrelated commercial purposes.

8. Data security

ExamSure implements appropriate technical and organisational measures to protect personal data, including:

- Secure cloud-based systems
- Restricted access to sensitive information
- Password protection and user access controls
- Regular review and monitoring of data handling practices

9. Data retention

Personal data is retained only for as long as necessary to fulfil the purposes for which it was collected, including legal, contractual, and safeguarding obligations.

Retention periods are defined within internal data retention schedules and are reviewed periodically.

10. International data transfers

Where personal data is transferred outside of the United Kingdom, ExamSure ensures that appropriate safeguards are in place, such as adequacy regulations or approved contractual clauses, to protect personal data.

11. Data subject rights

Individuals have the following rights under data protection law:

- The right to access their personal data
- The right to request correction of inaccurate or incomplete data
- The right to request erasure of personal data (where applicable)
- The right to restrict or object to processing
- The right to data portability
- The right to withdraw consent where processing is based on consent

Requests should be submitted using the contact details below.

12. Contact & complaints

For any questions, requests, or concerns regarding this statement or the handling of personal data, please contact:

Email: admin@examsure.co.uk

If you are not satisfied with our response, you have the right to lodge a complaint with the Information Commissioner's Office (ICO).

13. Responsibility and review

ExamSure is responsible for ensuring compliance with this statement.

This statement is reviewed regularly and updated where necessary to reflect changes in legal requirements or business operations.

Document control

Version: 1.0

Effective date: 28 February 2026

Review frequency: Annually

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