



Information Commissioner's Office
Promoting public access to official information
and protecting your personal information

Press Release

Date: 22 July 2008

Know your rights when accessing examination records

Students can find out more about their exam marks this summer by using their rights under the Data Protection Act. The guidance, [Individuals' rights of access to examination records](#), has been developed to explain individuals' rights to access personal exam records under the Act.

Under the Data Protection Act, students can request information about themselves, including examination marks, scripts, comments and minutes of examination appeals panels. More general information, such as university or college policies and procedures, can be obtained under the Freedom of Information Act from the university or college concerned.

David Smith, Deputy Commissioner at the ICO, said: "The right to access the personal information an organisation holds on us is one of the cornerstones of the Data Protection Act. At this time of year many students are focusing on their exam results and may want to access further information about their performance. They can do this by making a subject access request under the Data Protection Act. This guidance aims to help students understand their rights and ensure that schools, colleges and universities understand their obligations."

ENDS

If you need more information, please contact the Information Commissioner's press office on 020 7025 7580 or visit the website at: www.ico.gov.uk

Notes to Editors

1. The Information Commissioner promotes public access to official information and protects personal information. The ICO is an independent body with specific responsibilities set out in

the Data Protection Act 1998, the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Privacy and Electronic Communications Regulations 2003.

2. For more information about the Information Commissioner's Office subscribe to our e-newsletter at www.ico.gov.uk
3. Anyone who processes personal information must comply with eight principles, which make sure that personal information is:
 - Fairly and lawfully processed
 - Processed for limited purposes
 - Adequate, relevant and not excessive
 - Accurate and up to date
 - Not kept for longer than is necessary
 - Processed in line with your rights
 - Secure
 - Not transferred to other countries without adequate protection
4. The website also carries copies of other good practice and technical guidance notes in this series. These include:
 - a. Subject access and third party information
 - b. CCTV
 - c. Subject access and employment references
 - d. Pension trustees
 - e. Professionals' opinions
 - f. Buying and selling databases
 - g. Outsourcing
 - h. Exam guidance
 - i. Privacy Enhancing Technologies
 - j. Council tax information
 - k. Information on the electoral register