

# Policy on the keeping and disclosure of personal and statistical information



United Kingdom  
Mathematics Trust

## 1. Personal and statistical Information

- a. Personal data will be held only in line with this policy statement and UKMT's Data Protection Policy
- b. Personal data will be made available only to Trustees and employees of the Trust and to the Trust's volunteers and then only for the legitimate purposes of the Trust. In relation to pupils, these purposes are the administration of the Challenges and follow up competitions, team competitions, the Summer Schools, Mathematical Circles, training camps, international competitions, and the mentoring scheme.
- c. In addition, names and personal contact details<sup>1</sup> of people under the age of 18 will only be made available to those who have undergone a DBS check.
- d. The names and schools of Olympiad medalists and high-scorers, summer school attendees, and participants of overseas camps and competitions may be published in the Yearbook, annual record of activities or on the website. We will not publish these details without consent.
- e. Individual records of pupils will not be kept beyond the date when it could be assumed the pupil had left secondary education at age eighteen.
- f. Where sensitive information is requested (e.g. medical, passport etc.) it will not be kept beyond the end of the school year (deemed August 31<sup>st</sup>) in which they attended the event
- g. 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 31<sup>st</sup>.
- h. Anyone holding personal data on behalf of, and for the purposes of, the Trust is required to keep it secure. This relates to both electronic and hard copies of personal data. 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.
- i. All personal information passed to volunteers to enable them to fulfil their role will be sent electronically as a password encrypted document. The password or pass-phrase will be forwarded to the volunteer in person or by phone or by text.
- j. Volunteers must delete personal information immediately following the end of the event to which it relates.
- k. A review of data held by the Trust will be undertaken within one month of the end of each year (August 31<sup>st</sup>) to ensure compliance with retention guidelines
- l. Where we wish to share information, including photos, with external organisations such as sponsors, specific permission will be sought from the individual or their parent on each occasion
- m. Mailing lists will not be supplied to outside organisations and outside individuals.
- n. Statistical information beyond that already published in the Yearbook and the Annual Reports and Financial Statements and on the Trust's website will not be made publically available without the permission of the Council. Trustees<sup>2</sup> 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 Council to arrange for the analysis of data held by the Trust; Council will have the absolute discretion as to whether to accede to such requests.

- o. 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 Protection Officer (currently the UKMT Secretary) for a decision. The Data Protection Officer may make decisions in line with existing policy and subject to the following requirements:
  - i. Any issue related to personal data of those under the age of 18 must be referred to the Trust's Designated Safeguarding Lead before a decision is made.
  - ii. Any issue which seems to raise a new matter of principle or policy must be referred to the Council before a decision is made.
  - iii. The Data Protection Officer 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 members of Council at each of its meetings.
- p. This policy statement will be brought to the attention of all the Trustees, employees and volunteers who have access to personal data on an annual basis, and should be read in conjunction with the Data Protection Policy. It will be published on the Trust's website.

## **2. Related policies**

- a. Data Protection Policy (<https://www.ukmt.org.uk/about-us/policies/>).

<sup>1</sup> By "personal contact details" is meant a pupil's home address or email address or home telephone number or mobile telephone number.

<sup>2</sup> The Trustees are precisely the members of Council of the Trust.