External Examiners

Reporting Data Protection issues

- For every staff member with EERS access, in every report there exists a link to **Report Data Breach** at the top right of every section of the external examiner report

1) Provision of Information	Report Data Breach

2) The Assessment Process	Report Data Breach

3) Board of Examiners Meetings	Report Data Breach

4) Academic Standards	Report Data Breach

5) Issues raised in previous reports	Report Data Breach

6) Programme Development and Enhancement	Report Data Breach

7) Term of Office	Report Data Breach

- When a "Report Data Breach" link is clicked the following field is displayed.

Report a Data Breach
External Examiner Report SCE_INF_2014/15_PGT_Norman
Reason for reporting breach

Report

- Enter the reason for flagging this information in the report as a data protection issue.

Report a Data Breach
External Examiner Report SCE_INF_2014/15_PGT_Norman

Reason for reporting breach

example text outlining reason information maybe a data protection issue

Report

- Click the **Report** button to submit.

- A confirmation message is displayed and the report is removed from general view.

- An email notification is sent to the Academic Response Coordinator, College Contact, School Contact and any readers allocated to the report, these users can access the report via the link in the email.

- The report is removed from general view and only the above EERS users can access the report.

- The Academic Response Coordinator can also access the report via the 'Reports with Potential Data Protection Breaches' container on his dashboard.

- College and School Contacts can also access the report via their College/School Reports tab

> **This report has been flagged as potentially being in breach of the Data Protection Act.**
> It has been removed from public view, and can only be seen by key staff in the School/College.
> As one of those key members of staff you can review this report, redacting content where necessary, and release it for public viewing again.
>
> **Reason for flagging:**
>
> example text outlining reason information maybe a data protection issue

- Upon entering the flagged report there are now **Redact** buttons available to hide the information in issue.

1) Provision of Information

		Satisfied?
1.1	Did you receive adequate and timely information about the programme(s) and/or courses, including supporting documentation?	No

Your issue [Redact]

This is an issue created by an automated data population.

1.2	Did you receive adequate and timely information about draft examination papers, coursework or feedback?	Yes

Your commendation [Redact]

This is a commendation created by an automated data population.

1.3	Did you receive adequate and timely information about assessed work examples, including borderline candidates and those awarded distinction?	Yes

Your suggestion [Redact]

This is a suggestion created by an automated data population.

- When the Redact button has been clicked, the section will display as follows:
- You can undo a redaction using the undo button

1.1	Did you receive adequate and timely information about the programme(s) and/or courses, including supporting documentation?	No

REDACTED - Your issue [Undo redaction]

This is an issue created by an automated data population.

- You may release a report after inspection using the section at the bottom of the page. If the report does not contain a data protection issue tick the relevant box.

Release Report

Please release this report for public viewing if you are happy that you have dealt with the reported DPA breach. You can do this by using the following form.

☐ This report does not breach DPA   [Release Report]

- Otherwise you may release the report with the redact in place to allow the rest of the report to be viewed.

Release Report

Please release this report for public viewing if you are happy that you have dealt with the reported DPA breach. You can do this by using the following form.
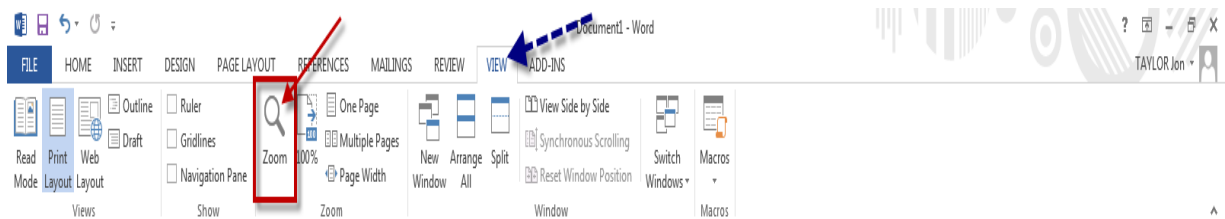
☐ This report does not breach DPA   [Release Report]

- The Academic Response Coordinator, College Contact, School Contact and any readers allocated to the report will still be able to view the original comment
- All other EERS users will see the 'Redacted' text

Viewing this Document

Should the images in this Word document appear too small, please adjust the view by completing the following steps:

- In the Banner at the top of your word document click The "View" Tab
- Click the "Zoom" button

Zoom options will be displayed

- Select the "Zoom To" option " 200% "
- Click "OK" button to apply
- Larger view of document will be displayed