

UNITED KINGDOM BIOLOGY COMPETITIONS

Privacy Policy (Version 5)

Approved by Trustees: March 2026

Next Review Due: March 2027

Registered Charity (England & Wales): 1191037

1. Introduction

United Kingdom Biology Competitions (“UKBC”, “we”, “us”, “our”) is committed to protecting personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This Privacy Policy explains how we collect, use, store and protect personal data in connection with the administration of our competitions and associated services.

We collect only the personal data necessary for the administration of each specific competition.

2. Who We Are

UKBC is the data controller for personal data processed in connection with its competitions and website.

Data Protection Lead
United Kingdom Biology Competitions
PO Box 377
Lytham St Annes
FY8 9LY
Email: dpo@ukbiologycompetitions.org

You have the right to complain to the Information Commissioner’s Office (ICO) at www.ico.org.uk. We would, however, welcome the opportunity to address any concerns first.

3. The Data We Collect

A. School Account Data

School accounts are created for educational institutions. Each account is associated with the contact details of an authorised member of staff.

For each registered school account, we collect:

- Name of a member of staff
- Email address
- School name
- Postal address
- School website
- School telephone number

Where a member of staff leaves a school or changes role, the school may request that the account be reassigned to another authorised member of staff. Contact details are updated accordingly.

We do not collect payment card details. All card payments are processed securely by Stripe. UKBC does not receive or store card numbers. Stripe processes payment data in accordance with its own privacy policy.

B. Student Competition Data

When schools enter students into competitions, we collect:

- Student name
- School
- Year group
- Competition entered
- Scores and performance data
- Award level
- Timing data (where relevant to competition format)

For certain competitions, we may collect gender (male, female, other, or prefer not to say) for monitoring and statistical purposes.

C. Access Arrangements

Where schools apply approved access arrangements (such as additional time) for students entitled to them in public examinations, UKBC may record the adjustment applied for the purposes of administering the competition fairly.

UKBC does not collect or retain underlying medical or diagnostic information relating to such arrangements.

Records of access adjustments are retained only as long as necessary for the administration and verification of the competition and are not retained as part of the permanent competition archive.

D. Technical Data

We may collect limited technical information through our website and examination platform, including:

- IP address
- Browser type
- Device information
- Login timestamps
- Interaction data used for security verification (such as bot detection tools)

4. How We Collect Data

We collect personal data:

- Directly from teachers when registering school accounts
- From schools when entering students into competitions
- Through participation in online examinations
- Automatically through secure portal and website usage logs

We do not collect personal data directly from children without school involvement.

5. Lawful Bases for Processing

Performance of a Contract

To:

- Create and manage school accounts
- Administer competition entries
- Deliver examinations
- Issue results and certificates

Legitimate Interests

To:

- Maintain the official historical archive of national competitions
- Conduct statistical analysis and benchmarking
- Notify registered schools of competition cycles and deadlines
- Ensure system security and integrity, including the prevention of automated abuse

Where we rely on legitimate interests, we ensure that these interests are balanced against the rights and freedoms of individuals.

Legal Obligation

To comply with accounting and regulatory requirements.

Consent (Limited Use)

We rely on consent only for optional communications about additional UKBC initiatives, events and related educational opportunities beyond essential competition communications.

Consent may be withdrawn at any time.

6. Communications

We use teacher contact details to:

- Administer school accounts
- Provide competition information and deadlines
- Deliver invoices and transactional communications
- Notify registered schools of upcoming competition cycles

These communications form part of the service relationship.

Teachers may opt out of optional non-essential communications at any time.

We do not send unsolicited marketing communications to individuals who have not registered an account.

7. Children's Data and the Role of Schools

Student data is provided to UKBC by schools for the purposes of administering competitions.

Schools are responsible for ensuring that they have appropriate authority to share student data with UKBC and for informing students and, where appropriate, parents or guardians about participation.

UKBC processes student data only as necessary to:

- Administer competitions
- Record and verify results

- Issue certificates and awards
- Conduct anonymised statistical and equality analysis

Where collected, gender data is used solely for monitoring, equality analysis and anonymised aggregated statistical reporting.

We do not directly market to children.

8. Data Sharing and Service Providers

We may share personal data with trusted third-party service providers who support the administration of our competitions, including:

- Secure cloud hosting providers
- IT and system support providers

All service providers are contractually required to process personal data only on our instructions and to apply appropriate security measures.

All card payments are processed securely by Stripe. UKBC does not receive or store payment card details. Stripe processes payment data in accordance with its own privacy policy.

We use Google reCAPTCHA to help protect our website and examination platform from automated abuse and malicious activity. reCAPTCHA analyses user interactions to determine whether activity is carried out by a human or an automated system. This process may involve the processing of technical data such as IP addresses and interaction patterns. reCAPTCHA is provided by Google and is subject to Google's Privacy Policy and Terms of Service.

9. International Transfers

Some service providers may process data outside the United Kingdom.

Where personal data is transferred internationally, we ensure appropriate safeguards are in place, including UK International Data Transfer Agreements (IDTA), adequacy regulations, or other approved contractual mechanisms.

10. Data Retention

Competition Results and Academic Archive

UKBC retains competition results and associated student identifiers permanently as part of the official historical archive of national competitions.

These records are maintained to:

- Verify awards and distinctions
- Preserve the integrity and continuity of national competitions
- Support longitudinal statistical analysis and benchmarking
- Maintain an accurate institutional record of participation and performance

Detailed results remain accessible to schools via the secure portal for up to two years following the competition. After this period, results are retained internally but are not publicly accessible.

School Account Data

School accounts are retained while active. Where staff contacts change, account details are updated. Inactive accounts may be retained for administrative and audit purposes.

Financial Records

Retained for at least six years in accordance with legal obligations.

Optional Communication Preferences

Retained until consent is withdrawn or the account is closed.

11. Data Security

We implement appropriate technical and organisational measures to protect personal data from unauthorised access, loss, destruction, alteration or disclosure.

12. Your Rights

Under UK GDPR, individuals have rights including:

- Right of access
- Right to rectification
- Right to erasure (in certain circumstances)
- Right to restrict processing
- Right to object
- Right to data portability
- Right to complain to the ICO

Requests may be made via dpo@ukbiologycompetitions.org.

13. Changes to This Policy

We may update this Privacy Policy from time to time. The current version will always be available on our website.