

# QUEEN ELIZABETH SIXTH FORM COLLEGE

## DATA PROTECTION ACT: STATEMENT OF INTENT

What follows is the College's statement of intent towards the responsible compliance with the Data Protection Act 1998.

As a Data Controller, we need to collect and process information including personal information about the people that we deal with in order to operate effectively and efficiently. These include current, past and prospective employees, students, suppliers, and others with whom the College communicates. In addition, it may be a legal requirement to collect and use certain types of information, for example to comply with the requirements of government departments for business data. This personal information must be dealt with properly however it is collected, recorded and used – and there are safeguards to ensure this in the Data Protection Act 1998.

We regard the lawful and correct treatment of personal information by the College as very important to successful operations and to maintaining the confidence of those with whom we deal. We will ensure that the College treats personal information lawfully and correctly.

All personal data, however collected, must be processed in accordance with the Eight Principles of the Act: this applies equally to data recorded in automated systems, manual files and other storage media such as CCTV.

To ensure the lawful processing of personal information, anyone processing personal data must comply with the eight enforceable principles of good practice, which state that personal data shall:

- be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met;
- be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose;
- be adequate, relevant and not excessive for those purposes;
- be accurate and kept up to date;
- not be kept for longer than is necessary for that purpose;
- be processed in accordance with the data subject's rights;
- be kept safe from unauthorised access, accidental loss or destruction; and,
- not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

### All data subjects are entitled to:

- know what information we hold and process about them and why;
- know how to gain access to it;
- know how to keep it up to date; and,
- know what the College is doing to comply with its obligations under the 1998 Act.

# QUEEN ELIZABETH SIXTH FORM COLLEGE

## **We will ensure that management controls are in place to:**

- maintain an accurate and up to date notification of processing purposes;
- comply with the fair processing code regarding the collection and use of the data collected;
- maintain the quality and accuracy of data held and processed;
- review the retention periods for which data is reasonably retained;
- fully meet the rights of the data subject regarding data held and processed by the College;
- take appropriate technical and organisational measures to protect personal data from unauthorised or unlawful processing and accidental loss, destruction or damage; and,
- protect personal data from transfer outside of the EEA or, where such transfer is necessary, provide for adequate security of the information.

## **To ensure the effective application of the Principles of the Act, we will ensure that:**

- there is a nominated data co-ordinator within the College with the specific responsibility for data protection;
- all persons processing personal data on behalf of the College receive adequate and periodic awareness training to ensure that they understand
  - their contractual and legal responsibility towards the personal information processed in their day to day work
  - the procedure for responding to a request for data subject access or enquiries about the responsible handling of personal information
  - the procedure for responding to a request for personal information held by the College, made by third parties / persons who are not the data subject;
- adequate management supervision is in place for the processing of personal information; and,
- the methods for handling and managing personal information collected and processed by the College are periodically reviewed.