

Data Protection Procedure

1.0 Introduction

1.1 The College needs to keep certain information about its employees and learners to monitor recruitment, attendance, performance, achievements and health and safety. It is necessary to process information so that staff can be recruited and paid and our obligations to accrediting bodies can be maintained. To comply with current legislation, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

1.2 This must be done in compliance with Data Protection Principles. According to these principles, data must:

- 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 that purpose

- Be accurate and current

- Not be kept longer than is necessary for that purpose

that staff deal with on a day to day basis will be standard and will cover categories such as:

General personal details such as name, contact information and address

Details about class attendance, coursewo4 Tm411(ut)marte

Are you authorised to collect, store and process the data?
If yes, have you checked with the data subject that the data is accurate?

Are you sure that the data is secure?

to process, are you satisfied that it is in the best interests of the individual or the safety of others to collect and retain the data?

3.0 Rights to access information

3.1 Staff, individuals and other users of the College have the right to access any personal data that is being kept about them either on computers or in certain files. Any person who wishes to exercise this should complete the College request form for Access to Data and give it to reception.

3.2 The College may make a charge for this request but any waiver is at the discretion of the College.

3.3 The College aims to comply with requests for access to personal information as quickly as possible but within 21 days of request unless there is good reason for the delay. In such cases, the reason for the delay will be explained in writing to the data subject making the request.

4.0 Subject Consent

4.1 In some cases, the College can only process personal data with the consent of the individual. However, if the data is sensitive then express consent must be obtained. Agreement to the College processing some specified classes of personal data is a condition of employment for members of staff and a condition of acceptance of an individual onto any course. This will include information about previous criminal convictions.

4.2 The College may also ask for information about particular health needs such as particular forms of medication, or allergies or any conditions such as asthma or diabetes. The college will only use this information for the purposes of health and safety, however, in the event of a medical emergency, consent from the individual will be required.