



Centre for Teaching in
M a n a g e m e n t

Data Protection Policy

Last Review date January 2014
Next Review date January 2017

Data Protection Policy

The Data Protection Act 1998 came into force on 1 March 2000 and superseded the Data Protection Act 1984. The purpose of the Act is to protect the rights and privacy of individuals, and to ensure that data about them are not processed without their knowledge and are processed with their consent wherever possible. The Act covers personal data relating to living individuals, and defines a category of sensitive personal data which are subject to more stringent conditions on their processing than other personal data. The College is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal data. The policy covers:

1. Scope of the policy
2. Responsibilities
3. Guidance
4. Status

1. Scope of the policy

1.1 The Data Protection Act applies to electronic and paper records held in structured filing systems containing personal data, meaning data which relates to living individuals who can be identified from the data. This includes any expression of opinion about an individual and intentions towards an individual. It also applies to personal data held visually in photographs or video clips (including CCTV) or as sound recordings. The Company collects personal data every year including: staff records, names and addresses of those enrolled on programmes managed and delivered by the company.

2. Responsibilities

2.1 Data Protection means that the College must:

- Manage and process personal data properly
- Protect the individual's rights to privacy
- Provide an individual with access to all personal information held on them

2.2 The College has a legal responsibility to comply with the Act. The person with overall responsibility for this policy is the data Compliance Officer.

2.3 Every member of staff that holds information about identifiable living individuals has to comply with data protection in managing that information. Individuals can be liable for breaches of the Act.

3. Guidance

Guidance on the procedures necessary to comply with this policy is available from the Administrator. This guidance covers:

- Introduction to Data Protection including Data Protection principles, types of data involved and key concepts

- Best practice guidelines including:
 - Use of personal data by employees and students
 - Transfer of personal data to third parties
 - Security of personal data
 - Assessment records
 - Use of personal data in research
 - Confidential references

Guidance for the public on Data Protection and how to make a request is available at http://www.ico.gov.uk/for_organisations/data_protection/the_guide.aspx

4. Status

This policy was approved in January 2014. It will be reviewed every three years.