DATA PROTECTION POLICY

1.0 RESPONSIBILITIES OF STAFF

Checking that any information that they provide to the College in connection with their employment is accurate and up-to-date. Informing the College of any changes to the information that they have provided e.g. changes of address, either at the time of appointment or subsequently. The College cannot be held responsible for any errors unless the staff member has informed the College of such changes.

Will collate accurately all information about students matters relevant to their studies and best welfare at WLCBMS.

2.0 STUDENT OBLIGATIONS

Students must ensure that all personal data provided to the College is accurate and up-to-date. They must ensure that changes of address etc are notified to the Registry.

Students who may from time to time process personal data as part of their studies must notify their supervisor / tutor, who should inform the Principal.

3.0 DATA SECURITY

All staff members are responsible for ensuring that any personal data that they hold is kept securely.

All staff must ensure that personal student information is not disclosed either orally or in writing or via Web pages or by any other means, accidentally or otherwise, to any unauthorised third party.

Staff should note that unauthorised disclosure will be a disciplinary matter, and will be considered as gross misconduct.

4.0 PERSONAL INFORMATION

Must be kept in a locked filing cabinet, drawer, or safe; or If it is computerised, be coded, encrypted or password protected both on a local hard drive and on a network drive that is regularly backed up; and If a copy is kept on a diskette or other removable storage media, that media must itself be kept in a locked filing cabinet, drawer, or safe.

5.0 RIGHTS TO ACCESS INFORMATION

All staff, students and other users are entitled to know what information the College holds about them and Know how to gain access to it and Know how to keep it up to date and Know what the College is doing to comply with its obligations.

To further explain this policy and in particular the last three points above the College will, upon request in writing to Principal, provide all staff and students and other relevant users with a statement regarding the personal data held about them. This will state all data the College holds and processes about them, and the reasons for which they are processed.

All staff, students and other users have a right to access certain personal data being kept about them either on computer or in certain files. Any person who wishes to exercise this right should complete the Subject Access Request Form and submit it to the appropriate Designated Data Controller.

The College will make a charge of £10 on each occasion that access is requested, although the College has discretion to waive this.

6.0 EXAMINATION GRADES

During the course of their studies, students will routinely be provided with information about their marks for both coursework and examinations. However, exam scripts themselves are exempt from the subject access rules, and copies will not ordinarily be given to a student who makes a subject access request.

7.0 SUBJECT CONSENT

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

Some jobs or courses will bring the applicants into contact with children, including young people between the ages of 16 and 18. The College has a duty under the Children Act and other enactments to ensure that staff members are suitable for the job, and that students are acceptable for the courses offered.

The College also has a duty of care for all staff and students and must therefore make sure those employees and those who use College facilities do not pose a threat or danger to other users.

The College may also ask for information about particular health needs, such as allergies to particular forms of medication, or any medical condition such as asthma or diabetes. The College will only use
8.0 PROCESSING SENSITIVE INFORMATION

Sometimes it is necessary to process information about a person’s health, criminal convictions, race, and trade union membership. This may be to ensure that the College is a safe place for everyone, or to operate other College policies, such as the Sick Pay policy or the Equal Opportunities policy. Because this information is considered sensitive, staff (and students where appropriate) will be asked to give their express consent for the College to process this data. An offer of employment or a course place may be withdrawn if an individual refuses to consent to this without a reason acceptable to the WLCBMS Board.

9.0 PUBLICATION OF COLLEGE INFORMATION

The names of Senior Officers and Directors of the College or any other personal data relating to employees or Directors will be published in the annual Calendar and on the web site when any statute or law requires such data to be made public.

Certain items of information relating to college staff will be made available via searchable directories on the public Web site, in order to meet the legitimate needs of visitors and enquirers seeking to make contact with appropriate staff.

10.0 RETENTION OF DATA

The College has a duty to retain personal staff and student data for a period of time following their departure from the College, mainly for legal reasons, but also for other purposes such as being able to provide references and academic transcripts, or for financial reasons, for example relating to taxation. Different categories of data will be retained for different periods of time.

11.0 CONCLUSION

Compliance with the Act is the responsibility of all members of the College. Any deliberate breach of the Data Protection policy will lead to disciplinary action being taken or access to College facilities being withdrawn, or even to a criminal prosecution.

Any questions or concerns about the interpretation or operation of this policy should be taken up with the Principal.