

## **DATA PROTECTION**

### **General Principles**

The Data Protection Act, which became law in October 2001, requires that all staff and students are given details of the information that this institution holds about them, the sources of the information, the reasons we need to hold the data and the people who have access to it. The Act covers all written records as well as computer records and databases.

### **Maintaining Privacy**

Every reasonable care is taken to maintain secure and accurate records on all students.

## **DATA PROTECTION POLICY**

The Data Protection Act 1998 is designed to protect the rights of individuals concerning personal data held about them. It covers factual information as well as expressions of opinion or judgment, and extends the principles of data protection to paper based files as well as computer systems.

St Michael's College affirms its commitment that personal data held by the College on students should be:

- Fair and lawful.
- Used only for specified purposes, and those individuals should be told in broad terms what kind of data is held, and for what purpose it will be used.
- Adequate, relevant and not excessive in relation to the purposes for which it is held.
- Accurate and up-to-date.
- Kept for no longer than deemed necessary.
- Kept securely.
- Should not be transferred outside the European Union without adequate data protection being in place.
- and that individuals' subject access rights shall be honoured.

### **The College commits itself to:**

- i Ensure that no personal data will be given to people outside the College without the express permission of the person concerned, except in the case of
  - a. Reports on students in initial training for ordination, which will be circulated only to those responsible for training in sponsoring churches who have a right of access within the current terms of reporting guidelines.
  - b. Any such reports on academic progress, which may be required by the University or other educational authority with a right to the information.
- ii To obtain signed consent from a data subject before any personal information is released to organizations or individuals other than those identified above.

- iii Keep personal data on students only for purposes related to the training or study programmes.
- iv Restrict access to personal data within the College to staff and tutors (full and part-time) who need to have access.
- v Appoint a member of staff to act as a Compliance Officer responsible for maintaining and implementing the College's Data Protection Policy.
- vi Inform all data subjects of the kind of data held on them by the College.
- vii Ensure that all data subjects are aware of their right of access to information within the College, and that should they exercise their right of access an administrative fee will be charged.
- viii Comply with requests for the data subject access as quickly as possible within the forty-day period allowed under the legislation.
- ix Take all such reasonable steps to ensure that all those who supply the College with reports, references and other information, or opinions, are aware that data subjects will have the right of access to their data.
- x Take care to secure the privacy of all individuals associated with the College, including all staff and students.
- xi Take all reasonable steps to ensure the data transmitted to tutors, university authorities or sponsoring church authorities through e-mail, the Internet, or other electronic means is handled securely.
- xii Ensure that all personal data, whether held on disk or on hard copy, will be stored securely, disposed of at an appropriate time, and disposed of securely.

**SPECIMEN**

## Data Protection Access Form

Name:

Address:

Telephone: (Please give a day time number, in case we need to contact you):

You should have already received a data protection notice setting out in general terms:

The kind of personal data we hold.

Why we need to hold and process personal data.

To whom your personal data is disclosed.

The sources of personal data.

Please indicate below if you would like another copy of the above information.

If you require specific information about the data we hold, please detail this below:

If the information you request is of a confidential nature, we may need to contact you to verify the request.

If your request reveals details directly or indirectly about another person, we will have to seek the consent of that person before we can let you see that information.

Declaration:

I confirm that I have read and understood the terms of this form:

Signed:

Date:

Please return to:

The Data Protection Liaison Officer, St. Michael's College, Llandaff, CF5 2YJ.