

BEDFORD COLLEGE

Data Protection Policy

1. Policy Statement

Bedford College needs to collect and use certain types of information about people with whom it deals in order to operate. These include current, past and prospective employees, learners, suppliers, clients/customers, and others with whom it communicates.

In addition, the College is required by law to collect and use certain types of information of this kind to comply with the requirements of government departments.

This personal information must be dealt with properly however it is collected, recorded and used – whether on paper, in a computer, or recorded on any other material.

Bedford College recognises and regards the lawful and correct treatment of personal information as extremely important within its day to day functions and in treating those with whom we deal with respect and professionalism ensuring their confidence in our ability at all times.

To this end the College will fully endorse and adhere to the principles within the Data Protection Act 1998 and ensure that personal information:

- 1) shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met;
- 2) shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes;
- 3) shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
- 4) shall be accurate and, where necessary, kept up to date;
- 5) shall not be kept for longer than is necessary for that purpose or those purposes;
- 6) shall be processed in accordance with the rights of data subjects under the Act;

and that:

- 7) appropriate technical and organizational measures shall be taken against unauthorized or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data;
- 8) shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Therefore, through appropriate management Bedford College will:

- fully observe conditions regarding the fair collection and use of information;
- meet its legal obligations to specify the purposes for which information is used;
- collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- ensure the quality of information used;
- apply strict checks to determine the length of time information is held;
- ensure that the rights of people about whom information is held can be fully exercised under the Act. (These include: the right to be informed that processing is being undertaken: the right of access to one's personal information; the right to prevent processing in certain circumstances; the right to correct rectify, block or erase information which is regarded as wrong information.);
- take appropriate technical and organizational security measures to safeguard personal information;
- ensure that personal information is not transferred abroad without suitable safeguards.

In addition, Bedford College will ensure that:

- there is someone with specific responsibility for data protection in the organization. (Currently, the Nominated Person is the Director of College Information Services);
- everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice;
- everyone managing and handling personal information is appropriately trained to do so;
- everyone managing and handling personal information is appropriately supervised;
- anybody wanting to make enquiries about handling personal information knows what to do;
- queries about handling personal information are promptly and courteously dealt with;
- a regular review and audit is made of the way personal information is managed;
- methods of handling personal information are regularly assessed and evaluated.

For further information and guidance concerning the Data Protection Act 1998 please either refer to the "Data Protection: A Beginners Guide" circulated to all line managers, visit the Information Commissioner website at

<http://www.dataprotection.gov.uk/> or contact the College's Data Protection Coordinator / Director of College Information Services.

2. Implementation

The policy will be implemented by the 1st June 2008.

3. Policy Context

This policy applies to all staff who collect, maintain, access or process information or data concerning individuals.

4. Location & Access to the Policy

This policy is contained within the College Policy File, which is available from:
Staff Intranet

5. Person Responsible for the Policy

Director of College Information Services