

Accrington & Rossendale College

Data Protection Policy



1. College Policy

The college needs to collect and use personal data about staff, students and other users to allow it to monitor performance, achievements, and health and safety, for example. It is also necessary to process information so that staff can be recruited and paid, courses organised and legal obligations to funding bodies and government complied with.

It is the College's policy to collect and use fairly and lawfully all personal data required for its purposes in accordance with the Data Protection Principles contained in the 1998 Data Protection Act.

To comply with the Act, the college will only collect and use personal data that is adequate, relevant, accurate and where necessary, up to date and will not keep the data any longer than is necessary for the purpose for which the data is processed. The College will also take appropriate measures against unauthorised and unlawful processing of personal data and accidental loss or destruction of or damage to, personal data by ensuring that the personal data is held in a secure manner thereby protecting confidentiality at all times.

2. Roles and Responsibilities

2.1. College Designated Data Controllers

The College is the Data Controller under the Act and is therefore ultimately responsible for implementation. However, day to day matters will be dealt with by the College Data Protection Officer, Sylvester During, Director of IT and Facilities.

2.2. Members of Staff

Members of staff are responsible for:

- Checking 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 information, which they provide. For example, change of address
- If and when, as part of their job, members of staff collect information about other living people, they must comply with the **Accrington and Rossendale College Data Protection Staff Guidelines**

2.3. Students are responsible for:

- Checking that 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 information, which they provide. For example, change of address
- If and when students are required to process personal data to fulfil some academic objective they must comply with the **Accrington and Rossendale College Data Protection Student Guidelines**

3. Staff and Students Rights

As individual data subjects, members of staff and students have rights under the Act. In particular, they have the right of access to the personal data held about them by the College, the right to inaccurate personal data corrected or erased and, where appropriate, to seek redress for any damage caused.

4. Making an Enquiry

To obtain a copy of all information held about you, to which the Data Protection Act applies, a college "Access to Information " form must be completed and sent the Designated Data Controller. The college will comply with the request within 40 days of the Designated Data Controller receiving the form unless there is good reason for the delay. In such cases, the reason will be explained in writing to the data subject making the request. You will need to pay a fee of £10.00.

All enquires about access to information should be addressed to:

The Designated Data Controller
Accrington and Rossendale College
Sandy Lane
Accrington
Lancashire
BB5 2AW

Accrington and Rossendale College

Access To Personal Information



Name :

National Insurance Number:

Address :
.....
.....
.....

About Your Request

Do you have any specific concerns that cause you to make this request?
.....
.....
.....
.....
.....
.....

About The Information You Want To Access

What records do you want to access? Please give as much detail as possible to help us respond to your request.
.....
.....
.....
.....
.....
.....

Declaration and Signature

I confirm that I am the person mentioned above and request that Accrington and Rossendale College provide me with a copy of my personal information/record(s) that I have indicated above.

Signed:..... Date:.....

FOR OFFICE USE ONLY

Date Received	Comments