

Data Protection Policy

Introduction

Dunboyne College needs to collect and use personal data about its staff, students and other individuals who come into contact with the College. The purposes of processing data include the organisation and administration of courses, examinations, the recruitment and payment of staff, compliance with statutory obligations, etc. Data Protection law safeguards the privacy rights of individuals in relation to the processing of their personal data. The Data Protection Act 1988 and the Data Protection (Amendment) Act 2003 confer rights on individuals as well as responsibilities on those persons processing personal data. Personal data, both automated and manual, are data relating to a living individual who is or can be identified, either from the data or from the data in conjunction with other information.

Purpose of this policy

This policy is a statement of Dunboyne College's commitment to protect the rights and privacy of individuals in accordance with the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003.

Data Protection Principles

Dunboyne College undertakes to perform its responsibilities under the legislation in accordance with the eight stated Data Protection principles outlined in the Acts as follows:

- **Obtain and process information fairly**

Dunboyne College obtains and processes personal data fairly and in accordance with its statutory and other legal obligations.

- **Keep it only for one or more specified, explicit and lawful purposes**

Dunboyne College keeps personal data for purposes that are specific, lawful and clearly stated. Personal data will only be processed in a manner compatible with these purposes.

- **Use and disclosure only in ways compatible with these purposes**

Dunboyne College only uses and discloses personal data in circumstances that are necessary for the purposes of for which it collects and keeps the data.

- **Keep it safe and secure**

Dunboyne College takes appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of data and against accidental loss or destruction.

- **Keep it accurate, complete and up-to-date**

Dunboyne College operates procedures that ensure high levels of data accuracy, completeness and consistency. Dunboyne College will put in place appropriate procedures to assist staff in keeping data up-to-date.

- **Ensure it is adequate, relevant and not excessive**

Personal data held by Dunboyne College are adequate, relevant and not excessive in data retention terms.

- **Retain for no longer than is necessary**

Dunboyne College will have a policy on retention periods for personal data. The retention of this data may be for an extended period as the college needs to retain information on current and past students for qualification verification and quality assurance.

- **Give a copy of his/ her personal data to that individual, on request**

Dunboyne College has procedures in place to ensure that data subjects can exercise their rights under the Data Protection legislation.

Responsibility

Dunboyne College has overall responsibility for ensuring compliance with Data Protection legislation when it is the Data Controller of personal data. However, all staff and students of Dunboyne College who separately collect and/or control the content and use of personal data are individually responsible for compliance with the legislation.

Procedures and Guidelines

Dunboyne College is firmly committed to ensuring personal privacy and compliance with the Data Protection legislation, including the provision of best practice guidelines and procedures in relation to all aspects of Data Protection.

Review

This Policy will be reviewed in light of any legislative or other relevant developments.