

NORTON RADSTOCK COLLEGE

Title: **DATA PROTECTION** (Summary)

Purpose: The college needs to keep certain information about its employees, students and other users. This policy explains how this data complies with the Data Protection Act 1998.

Scope: All personal data relating to Staff and Students at the College.

Responsibility: Senior Management Team

Method:

The full Data Protection Policy covers:

- Introduction – Outlining the main ways data is handled
- Status of the Policy
- Notification of Data Held and Processed
- Responsibilities of Staff
- Data Security
- Student Obligations
- Right to Access Information
- Publication of College Information
- Subject Consent
- Processing Sensitive Information
- The Data Controller and the Designated Data Controller (s)
- Examination Marks
- Retention of Data
- Conclusion

Appendix 1

- a. Staff Guidance for Data Protection
- b. Staff Checklist for Recording Data

Appendix 2

- Standard Request Form for Access to Data

Appendix 3

- Guidelines for Retention of Personal Data

References: Full Data Protection Policy is available from the Quality Department or the staff intranet.

Current From: February 2000

Procedure Identification Code: M5-1S