

**What is Data Protection?**

Insight needs to keep information about its employees and students in order to monitor performance and achievements and for other reasons such as health and safety, staff recruitment and legal obligations to Government. To do this Insight must comply with the Data Protection Principles which are set out in the Data Protection Act 1998. These in effect protect the privacy of individual people by laying down strict rules as to what information can be collected and what use may be made of this information

**Overview**

The Data Protection Policy will be consistent and complementary to all other college policies and in particular the current Single Equality Policy and Health and Safety policies.

Data subjects (people) are entitled to request details of information held about them and this includes sources of information and how it will be used (processed) as well as the information itself. There are specific exceptions to the disclosure obligations and one of these involves whether another individual's rights to privacy would be breached.

An individual is entitled to have personal data corrected where it is wrong or to have it removed where the individual revokes or has not given permission for that information to be collected and or stored. The latter does not apply where the data is necessary for statutory or permitted reasons, such as for payroll processing.

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**STUDENT DATA**

This notice is served as part of the requirements of the Data Protection Act 1998. It sets out the types of Personal Data that Insight will potentially hold about you

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Insight keeps information on the following categories:

- Personal details such as name and address, date of birth, existing qualifications and next of kin
- Health details, any specific condition and any additional support requirements
- Details about academic performance, expected and actual results, references, attendance records, work experience. Progress reports, On Course support
- Details about courses applied and enrolled for, fees paid and outstanding, awarding body registration
- Learning Resource Centre items on loan
- Financial information for the claiming of hardship and discretionary learner support funds;
- Details of benefits received (as supporting evidence for fee remission);
- Examination results;
- References from schools and other sources;
- Information relating to Criminal Records Board checks (where required for specific courses);
- Fee payment and related credit information;
- Information collected in respect of Child Protection matters.

Any data held on you will be subject to the following point at issue.

Do you really need to record the data?

- Is the information standard or sensitive?
- If it is sensitive, do you have the Data Subject's express consent?
- Has the student been told that this type of data will be processed?
- Are you authorised to collect and store this data? If yes have you checked with subject that the data is accurate?
- Are you sure the data is secure?

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- If you do not have the data subject's consent to process are you satisfied that it is in the best interests of the student or staff member to collect and retain the data?
- Have you reported the fact of data collection to the designated data protection lead within the required time?

Tutors:

**Obligations of staff**

- to check any information you provide to Insight in connection with employment is accurate and up to date
- to be responsible for informing Insight of any changes to the information you have provided
- to check the information Insight sends out from time to time which gives details of information kept and processed about staff
- to notify Insight of any errors or changes. Insight cannot be held responsible for any errors unless the staff member has informed them

All staff are responsible for ensuring that any personal data which they hold is kept securely in locked filing cabinets, locked drawers or if computerised be password protected

All staff should ensure that personal information is not disclosed either orally or in writing, accidentally or otherwise to any unauthorised third party and that unauthorised disclosure be a disciplinary matter.

Compliance with the Data Protection Act is the responsibility of all members of Insight. Any deliberate breach may lead to disciplinary action. Any questions or concerns should be addressed to the prime policy lead, the Computing Support Manager.