

College Group Policy

Data Protection

Manager Responsible: Assistant Principal Information & Digital Transformation

Version Number: 2.10

Approval Date:	04 Oct 2020
Approved by:	Senior Management Team
Minute number:	
Ratified by:	Not Required
Minute number:	
Review Date:	31 Aug 2025
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Intended Audience: <i>(Check appropriate box)</i>			
Staff:	<input checked="" type="checkbox"/>	Governors:	<input checked="" type="checkbox"/>
Students:	<input checked="" type="checkbox"/>	External:	<input checked="" type="checkbox"/>

AMENDMENT SUMMARY

<u>Version</u>	<u>Date</u>	<u>Remarks</u>
2.1	18 May 2015	Periodic review and adjustment to appointment titles
2.2	12 Sep 2016	Periodic Review
2.3	04 Sep 2017	Periodic Review
2.4	16 Oct 2018	Periodic Review
2.5	27 Sep 2019	Periodic Review
2.6	04 Oct 2020	Periodic Review
2.7	23 Aug 2021	Periodic Review
2.8	30 Aug 2022	Periodic Review
2.9	31 Aug 2023	Periodic Review. Change of appointment titles
2.10	04 Sep 2024	Periodic Review

Age, Disability, Gender & Race Equality Statement

Age, Disability, Gender and Race Equality Impact Measures will be set and monitored through analysis of all data related to potential suspected or actual abuse of this policy.

A copy of the Equality Impact Assessment Initial Screening Form is attached as an Annex to this document

1. POLICY STATEMENT

Chelmsford College Group needs to collect and use certain types of information about the people with whom it deals. These include current, past and prospective employees, learners, suppliers, clients and/or customers, and others with whom it communicates.

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

This personal information must be dealt with in a responsible manner irrespective of how it is collected or stored, whether this be on paper, in digital storage, or recorded on any other material.

Chelmsford College Group 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 Group will fully endorse and adhere to the principles of the relevant Data Protection legislation 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 appropriate legislation and in line with the relevant Privacy Notices;
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. and that data will 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 Chelmsford College Group 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;
- ensure that administrative data and information is held in accordance with the College Group's Document Retention Policy;
- ensure that the rights of people about whom information is held can be fully exercised under the relevant legislation. (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.)

In addition, Chelmsford College will ensure that:

- there is someone with specific responsibility for data protection in the organisation. (the Nominated Person is the Assistant Principal Information & Digital Transformation);
- 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 relevant Data Protection legislation please contact the College Group's Data Protection Officer who is the Assistant Principal Information & Digital Transformation via email at DataProtection@chelmsford.ac.uk.

Equality Impact Assessment (EIA) Initial Screening Form

Name of the Policy, Procedure, Practice or Proposal being screened:

Data Protection Policy

Provide a brief description of its purpose:

Chelmsford College Group recognises and regards the lawful and correct treatment of personal information as extremely important within its day to day functions. This policy describes how data will be managed and maintained.

Are there controls in place to monitor the uniform application of this practice? (if no please explain below)

Yes**No**

The application of this policy is governed and monitored at SMT and, if necessary, Board of the Corporation level.

Does the policy or process have the potential to affect a particular group disproportionately in either a positive or negative way? Please provide comments with supporting evidence:

No. The policy will be applied equally to all staff, students and other individuals with whom the College Group comes into contact.

If you have identified a medium or high equality impact please complete the following, otherwise leave blank. Add additional comment below the questions as necessary.

Are there any other policies or practices that need to be assessed alongside this screening?

Yes**No**

Should the policy or practice proceed to a full Equality Impact Assessment?

Yes**No**

If the answer to the above question is no, please give the reasons for this decision:

If a full impact assessment is required, please give the date by which it will be completed

(Note – If you have assessed a negative impact as high, you must seek advice and conduct a full EIA on a high priority basis)

Declaration:

We are satisfied that an initial screening has been carried out and a full Equality Impact Assessment [~~is~~ / is not] required at this time.

(If a full EIA is required, a template form is available within the EIA Guidance Notes which must be read before completing a full EIA).

Manager:

Signature:

S Hodges

Date:

31 Aug 2023

Countersigned

Signature:

M Emerson

Date:

31 Aug 2023