



Writtle
University
College

Data Protection Policy

Writtle University College
Lordship Road, Chelmsford
Essex, CM1 3RR

Tel: +44 (0)1245 424200
Fax: +44 (0)1245 420456
Email: info@writtle.ac.uk
www.writtle.ac.uk



Policy Owner	Department
University College Secretary	Professional Support
Version Number	Date drafted/Date of review
1.2	27 June 2017
Date Equality Impact Assessed	Has Prevent been considered (see Policies Guidance if unsure)
18 April 2013	Yes
Reviewed and Approved by (see Policies Guidance for approval process)	Date
SMT P&R	18 October 2016
Access (tick as appropriate)	
Public access (website) <input type="checkbox"/> And/Or Internal access (MyWi) <input checked="" type="checkbox"/>	Staff and Student access <input checked="" type="checkbox"/> Or Staff access only <input type="checkbox"/>

Policy Overview and Scope

Writtle University College (“WUC”) needs to keep certain personal information about its staff, students, and other clients/customers for academic, administrative and commercial purposes and to meet its legal obligations to funding bodies and the government. WUC is committed to compliance with the Data Protection Act 1998 and recognises the rights and obligations set out by it in relation to the management and processing of personal data.

This policy applies to all staff and students.

Policy and Procedure

1. Introduction

To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. The University College is a registered ‘Data Controller’ under the Data Protection Act 1998 (the “Act”) and must comply with the eight data protection principles which are set out in the Act.

This policy has been developed to ensure that the staff and students of WUC who process or use personal information follow the data protection principles at all times. Any breach of this policy or the Act by a student or member of staff will be taken seriously and may result in disciplinary procedures being instigated against them.

2. The Data Protection Principles

In summary, the data protection principles state that personal data shall be:

- Processed fairly and lawfully and shall not be processed unless certain conditions are met;
- Obtained for specified and lawful purposes and not further processed in a manner incompatible with that purpose;
- Adequate, relevant and not excessive for that purpose;
- Accurate and where necessary kept up to date;
- Kept for no longer than is necessary;
- Processed in accordance with the data subjects’ rights;
- Kept secure from unauthorised access, accidental loss or destruction; and
- Not transferred to countries outside the European Economic Area without adequate protection.

3. Personal Data

The Act defines personal data as “data which relates to a living individual who can be identified from those data and other information which is in the possession of, or is likely to

come into the possession of, the data controller". The data controller is Writtle University College.

The definition of personal data includes any expression of opinion about the individual and any indication of the intentions of WUC, its staff or any other person in respect of the individual.

There is a further category of personal data called sensitive personal data which includes information relating to an individual's:

- Racial or ethnic origin;
- Political opinions;
- Religious or similar beliefs;
- Trade union membership;
- Physical or mental health;
- Sexual life;
- Commission or alleged commission of any offence;
- Proceedings or sentence in relation to any such offence or alleged offence.

As information about these matters could be used in a discriminatory way and is likely to be of a private nature, it needs to be treated with greater care than other personal data.

4. Use of Student Personal Data

The official purposes for which WUC processes personal data must be notified to the Information Commissioner's Office annually. Writtle University College's entry can be found at <https://ico.org.uk/ESDWebPages/Entry/Z4944023>.

To manage its processes, provide education and services to its students and meet certain legal requirements, WUC will process student personal data by (amongst others) obtaining, recording, storing, organising, maintaining, updating, retrieving, using, disclosing and deleting the personal data. The personal data may include data such as name, address, date of birth, course and modules studied, fee payments and information about examinations, assessments and results.

Student personal data will be used within WUC to provide you with lectures, seminars and tutorials, the Library and IS facilities, accommodation, support services, final assistance, complaints and misconduct processes.

5. Sharing Personal Data

WUC is required to send some of the data it holds about students to the Higher Education Statistics Agency (HESA). For more information on the data that is shared with HESA, and what they will use it for, see the Collection Notices on HESA's website (www.hesa.ac.uk/about/regulation/data-protection/notices).

WUC may supply data to other third parties in order to comply with contractual, statutory or regulatory requirements, including Government agencies and Local Authorities (for example for the administration of exemptions from council tax), the police, HE funding councils, the Quality Assurance Agency, Office of the Independent Adjudicator and other HE and FE bodies, sponsors, loan organisations and professional bodies, solicitors and debt collection agencies.

Other than in exceptional circumstances, WUC will not disclose the personal data of a student who is over 18 to parents, guardians or any other relative without consent from the student. For students under 18, it is normal practise for WUC to contact parents and share your personal data with them.

6. Publication of WUC Information

WUC publishes information on its website in accordance with the requirements of the Freedom of Information Act 2000.

WUC will publish award lists in Graduation Ceremony programmes containing the degree/award classification awarded by final Awards Boards. Any member of staff or student who has good reason for wishing details in these lists or categories to remain confidential should contact the Data Protection Administrator.

7. Data Users

All members of staff, students in the course of research work and other members of WUC who process data in any form are responsible for complying with the Act and should familiarise themselves with this policy.

Data users are responsible for ensuring that all personal data is held securely and that they do not permit unauthorised access to or disclosure of that data.

Any breach of the Act or this policy, either deliberately or negligently, will be viewed seriously and could result in legal proceedings being taken against WUC and internal disciplinary action being taken against the individuals concerned.

8. Staff and Student Responsibilities

Staff and students must ensure WUC holds the correct data about them. Staff and students are responsible for:

- Ensuring that all personal information that they provide to WUC is accurate and up to date;
- Informing WUC (via HR for staff or Registry for students) of any changes to the information which they have provided, for example change of address;
- Informing WUC of any errors. WUC cannot be held responsible for any errors of which it has not been informed.

9. Data Security

All staff are responsible for ensuring the safe keeping of any structured manual files, hard discs, removable storage media such as USB devices, DVDs, laptops and other items of equipment on or in which data are held and will ensure that screens showing personal data cannot be viewed by unauthorised individuals. Care should be taken when sending data by email.

9. Right to Access Information

Staff, students and other users of the University College have the right of access to any personal data that is being held about them either on computer or in certain files. Any person who wishes to exercise this right should put their request in writing (a 'Subject Access Request') to the Data Protection Administrator.

Due to staff time and copying costs, WUC reserves the right to charge the statutory charge (currently £10) but may waive this fee. This will be explained to the applicant upon receipt of the initial request. Where the fee is payable, this must be received before the information is released to the applicant.

WUC aims to respond to requests for access to personal information as quickly as possible, but will ensure that it is provided within the legally defined period (currently 40 days).

10. Research Purposes Exemption

Data collected fairly and lawfully for one piece of research can be used for other research, providing that the final results of the research do not identify the individual. Such data must not be processed to support measures or decisions with direct consequences for the individual concerned or in such a way which is likely to cause substantial damage or distress to a data subject. Records of questionnaires and contacts may be kept, in order that the data can be revisited and/or re-analysed. This exemption is only applicable to academic research, and cannot be used to provide information about a particular individual.

11. Retention of Data

WUC will keep some forms of data longer than others, in line with financial, legal or archival requirements. The Retention Policy and Schedule is available on MyWi or from the Data Protection Administrator.

12. The Data Controller and Designated Data Protection Administrator

Writtle University College is the Data Controller under the Act and the Board of Governors, as the governing body of the University College, is ultimately responsible for compliance with the Act.

The Data Protection Administrator (the University College Secretary) is the named contact with the Office of the Information Commissioner, and is responsible for submitting the

annual notification to them. Any queries in relation to Data Protection should be passed to the University College Secretary (secretary@writtle.ac.uk).

This policy supersedes any other policy and procedural guidelines, which may be in other existing University College documents. Writtle University College may amend this policy from time to time and any such amendments will be notified via the website, through Writtle Weekly or by email.

If this information is difficult to access, read or understand, it can be provided in another format, for example in large print, or by someone talking it through with you.

Version Control

Version Number	Purpose/Amendment	Date
1.0	Existing policy moved onto WUC template	26 July 2016
1.1	Updates and re-write	12 October 2016
1.2	Update to HESA collection notice – new link	27 June 2017