



Cardiff  
Metropolitan  
University

Prifysgol  
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# Data Protection Policy

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<b>Impact Assessed – Date:</b>	
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<b>Lead:</b>	Secretary and Clerk to the Governors
<b>Date of next review:</b>	2016-2017

## **Data Protection**

The purpose of this policy is to establish a framework for specific procedures and guidance to ensure that Cardiff Met is able to consistently comply with the Data Protection Act 1998. This policy covers the processing of personal data (ie information about living individuals) and applies to all Governors, staff, students and agents who process personal data on behalf of Cardiff Met and to both electronic and paper records.

Cardiff Metropolitan University recognises that it has a responsibility to comply with the Data Protection Act 1998. We are committed to the principles of good practice in the processing of personal data embodied in the Act.

Cardiff Met needs to process (obtain, hold, use, disclose and destroy) information about living individuals in order to carry out its functions. We recognise that the Act applies to all processing of personal data regardless of format undertaken by Cardiff Met, or by any person acting on behalf of Cardiff Met. It does not apply to processing, which is not undertaken on behalf of Cardiff Met, but uses Cardiff Met equipment.

Cardiff Met:

- 1 maintains an accurate data protection Notification;
- 2 Complies with the eight Data Protection Principles;
- 3 complies with the relevant Conditions for processing;
- 4 takes reasonable steps to organise and manage the personal data it holds;
- 5 ensures that suitable fair processing information is made available to data subjects on each occasion that personal data are collected and that, where necessary, consent to the processing is obtained at the point of collection;
- 6 has procedures in place to ensure that personal data are adequate, relevant and not excessive in relation to the purpose for which they are being processed;
- 7 takes steps to ensure that personal data are accurate;
- 8 Has procedures in place to ensure that personal data are not retained longer than necessary and are destroyed securely;
- 9 ensures that all data subjects are made aware of their rights and that advice and assistance is offered to those who have made or intend to make a request for information;
- 10 puts suitable procedures in place to ensure that personal data are processed safely and securely, that there is no unauthorised access to data, that data are protected against accidental loss and are not accidentally made available to the public;
- 11 puts procedures in place to enable all Subject Access Requests to be handled in an appropriate and timely manner;
- 12 gives full consideration to releasing all information, particularly if the request is made by a third party, or involves the personal data of a third party, or an exemption applies;

- 13 provides information to all Governors, staff, students or agents of Cardiff Met who process personal data to ensure that they are made aware of the requirements of the Act and their responsibilities, including making suitable training available;
- 14 takes appropriate disciplinary action in cases where there has been a clear, deliberate breach of the Act.

Further information is available in the Data Protection Procedures and Guidelines.

### **Responsibilities**

The senior manager with overall responsibility for Data Protection is the Secretary and Clerk to the Governors.

Cardiff Met's Data Protection Officer is responsible for:

- the overall development and maintenance of data protection compliance throughout Cardiff Met, including establishing and promoting good practice;
- maintaining Cardiff Met's notification;
- ensuring that procedures are in place to inform staff of their responsibilities under the Act;
- providing advice to Governors, staff, students, etc in relation to data protection issues;
- co-ordinating the response to any Subject Access Request.

The Head of Library and Information Services is responsible for the security of electronic data.

Heads of Schools/Units are responsible for ensuring that data processing operations in their School/Unit comply with the Act.

All governors, staff and students should adhere to all policies, procedures and guidance relating to the Data Protection Act. Staff should be aware that appropriate disciplinary action will be taken in cases where a member of staff has committed a clear, wilful breach of the Act. Any breach of the Act may represent a criminal offence for which staff may be personally liable. Students should be aware that Cardiff Met will take disciplinary action against any student who misuses personal data.

### **Relationship with Other Policies**

This policy has a relationship with the Freedom of Information Policy, Environmental Information Regulations Policy, Records Management Policy, Policy on Openness and the Electronic Communications Policy.