



STRANMILLIS UNIVERSITY COLLEGE

A College of Queen's University Belfast

Data Protection Regulations

OBJECTIVE

To ensure that the University College complies with the Data Protection Act 1998.

- These regulations have been derived from the University College's Data Protection Policy. Their purpose is to make users aware of their duty regarding the processing and confidentiality of any **personal data**¹ held by the University College. It is essential that you consult more detailed information available in the University College's **Data Protection Policy**.

Notes

- e.g. information which relates to a living individual who can be identified from the data.*
- Personal data must be:-*
 - processed fairly and lawfully*
 - obtained for specified and lawful purposes and only processed in accordance with the University College's Notification to the Information Commissioner*
 - be adequate, relevant and not excessive.*
 - be accurate and where necessary up to date.*
 - be kept for no longer than necessary.*
 - be processed in accordance with data subjects' rights.*
 - be kept securely.*
 - not be transferred outside the European Economic Area, to countries without adequate protection unless the consent of the data subject has been obtained.*
- Sensitive personal data is any personal data, which includes information on*
 - racial or ethnic origin,*
 - political opinions, religious or similar beliefs,*
 - trade union membership,*
 - physical or mental health,*
 - sexual life,*
 - the (alleged) commission of any offence, subsequent proceedings or sentence.*
- The individual must;*
 - provide a suitable means of identification.*
 - tell the Data Protection Co-ordinator where they believe this information is held.*
 - The University College reserves the right to charge the recommended administrative fee currently £10 on each occasion that access is requested.*

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- Anyone processing or using personal information on behalf of the University College must adhere to the **Data Protection Principles**² relating to personal data, as detailed in the University College's **Data Protection Policy**.
 - The University College will register with the Information Commissioner all personal data that it collects and holds together with all processing that will be carried out on this data.
 - All requests to collect personal information should clearly state:-
 - the purposes for which the information is to be used,
 - the period of time it is to be retained,
 - to whom it is likely to be disclosed.
 - Individuals for whom personal information is being held have the **responsibility** to ensure its accuracy and will be given access to maintain its accuracy.
 - **Sensitive personal data**³ should only be processed if data subjects have given their explicit consent.
 - Personal information no longer required should be **disposed** of in a manner that protects its security and confidentially.
 - Individuals have, in accordance with the provisions contained within the legislation, the **right to access** their own personal data by writing to the University College's Data Protection Co-ordinator.⁴
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