University of Essex

DATA PROTECTION POLICY

1. Introduction

1.1 The University collects personal data of applicants, staff, students, alumni, visitors, stakeholders, research participants and others. This data is used in a variety of ways and for a variety of purposes. Wherever it is possible and practicable the University will be transparent about both the data collected and the purposes for which it is being processed.

1.2 Personal data forms part of the university's information assets and as such falls under the University's Information Security Policy. Personal data will normally need to be classified as restricted and must be handled accordingly. In any case it must always be handled in accordance with the Data Protection Act and related legislation.

2. Scope

2.1 This policy applies to all of those staff, students, visitors and contractors who store, share, access, handle or otherwise make use of personal data.

2.2 The policy does not apply to the Students' Union, which is a separate organisation.

3. Responsibilities

3.1 Council has ultimate responsibility for information security, which encompasses personal data. Responsibilities are therefore substantially the same as those set out within Section 3 of the University's Information Security Policy, with following additions.

3.2 ICT Steering group is the owner of this policy and is responsible for ensuring that it is kept up to date and is reviewed as required.

3.3 The Information Assurance Manager is responsible for maintaining the annual notification to the Office of the Information Commissioner, for the provisions of relevant training and awareness, for the provision of data protection guidance, and for issuing and maintaining the privacy notices for both staff and students, and for coordinating responses to data protection subject access requests.

4. Access to personal data (subject access requests)

4.1 Individuals about whom the University holds personal data ("data subjects") have a right to request copies of that data. Requests should be made in writing to the Information Assurance Manager. A fee of £10 is likely to be charged for each request. The Data Protection Act allows 40 calendar says for a response.

5. Incident reporting

5.1 Any accidental and inappropriate sharing should be reported to the Information Assurance Manager at the earliest opportunity and no later than 24 hours after the event has been discovered

6. Complaints

6.1 The University has in place a specific complaints procedure to ensure individuals concerned about any aspect of the management of personal data at the University are able to raise their concerns in a fair and equal way.

Policy information

Title	Data Protection Policy
Version number	2.0
Author	Sara Stock, Information Assurance Manager
Owner	Richard Murphy, Director of IT Services
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Relevant policies and guidelines	Visit our website at www.essex.ac.uk/it/about/policies-and-guidelines
Comments	