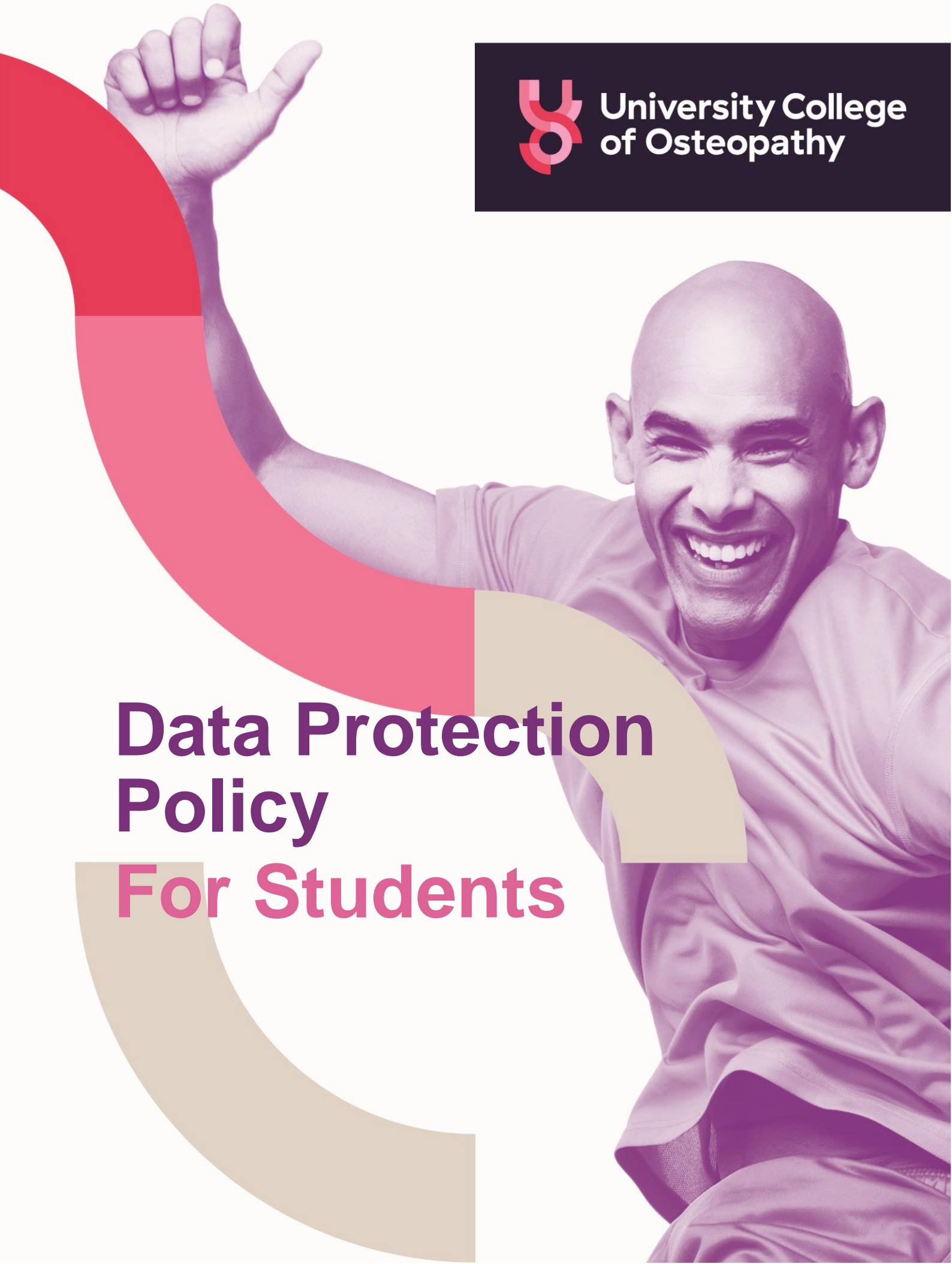




University College
of Osteopathy

Data Protection Policy For Students



Core Documentation Cover Page

Data Protection Policy for Students

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Aug 2012 SMT	To protect the rights and privacy of individuals (includes students, staff and other individuals associated with the UCO) in accordance with the Data Protection Act and associated codes of practice issued by the Information Commissioner.	ICT Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Aug 2014
V1.0	Oct 2015 N/A	Biennial Review (No Changes)	ICT Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Oct 2017
V2.0	Jul 2017 PRAG Chair	Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	ICT Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Oct 2017

Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)	
Neutral equality impact (i.e. no significant effect)	X
Negative equality impact (i.e. increasing inequalities)	

If you have any feedback or suggestions for enhancing this policy, please email your comments to: quality@uco.ac.uk

DATA PROTECTION POLICY FOR STUDENTS

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1. SCOPE

- 1.1 In order to carry out its business as an institution of higher education, the University College of Osteopathy (UCO) collects, retains and uses data about its staff, applicants, current students, former students and others. In compliance with the Data Protection Act (1998), the UCO has an obligation and a responsibility to do this so that the privacy of individuals is protected and that the disclosure of such information is legally regulated.

2. GENERAL PRINCIPLES

2.1 The following principles underlie the Data Protection Act and concern the requirement of the UCO to collect, use, store and disclose data lawfully, and must be complied with by staff and students of the UCO:

- a) Personal data shall be obtained and processed fairly and lawfully.
- b) Personal data shall be obtained and stored for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
- c) Personal data shall be adequate, relevant and not excessive for that purpose.
- d) Personal data shall be accurate and kept up-to-date.
- e) Personal data shall not be kept for longer than is necessary for that purpose.
- f) Personal data shall be processed in accordance with the rights of the data subject.
- g) Technical and organisational measures shall be taken to prevent the unauthorised or unlawful processing and accessing of personal data, and against its accidental loss or destruction.
- h) Personal data shall not be transferred to a country outside the European Economic Area unless that country has equivalent levels of protection for personal data.

2.2 These principles must be followed at all times by staff and students of the UCO who process or use any personal information. Failure to comply with the Data Protection Policy may result in disciplinary action.

3. DATA SECURITY

3.1 Criminal proceedings against the UCO may result if personal data is disclosed without authorisation.

3.2 It is the responsibility of staff and students to ensure that any personal data that they have access to is held securely to prevent:

- a) unauthorised disclosure of such data, either orally or in written form;
- b) unauthorised access to, alteration or destruction of, such data;

- c) accidental disclosure of such data to any unauthorised third party, either orally or in written form.

4. RESPONSIBILITIES OF STAFF REGARDING DATA

- 4.1 All members of staff have responsibilities as both subjects of data and as data users. These responsibilities include:
 - a) ensuring that any information they supply to the UCO relating to their employment is accurate and up-to-date;
 - b) ensuring that they inform the UCO of any changes to data which they have supplied, such as change of address;
 - c) ensuring that information, giving details of data processed and stored, which may be disclosed by the UCO, is checked.
- 4.2 In such instances, when staff collect information about other persons as part of their responsibilities, they are required to comply with the contents of this Code of Practice and the Data Protection Principles.

5. RESPONSIBILITIES OF STUDENTS REGARDING DATA

- 5.1 Students must ensure that:
 - a) all personal information which they provide to the UCO is accurate and up-to-date;
 - b) they inform the Registry of any changes to personal information held by the UCO about them.

6. INDIVIDUAL RIGHTS UNDER THE DATA PROTECTION ACT (1998)

- 6.1 All individuals are entitled to:
 - a) view manual and electronically stored information held on them by the UCO;
 - b) know what information the UCO processes and holds about them and why;
 - c) know how to gain access to personal information, and have it amended or destroyed as appropriate.