

## **Data Protection Policy**

### **Introduction**

- The KLAB Training College is committed to protecting the rights of individuals to privacy with regards to the processing of personal data.
- It is necessary for the College to process personal data in the normal and proper conduct of academic and business operations.
- Such processing will be conducted fairly and lawfully in accordance with the General Data Protection Regulation 2018.
- If you have a query regarding the accuracy of your personal data then your query will be dealt with fairly and impartially.

### **General Use of Personal Data**

- The College holds data on: prospective, current and former students; prospective, current and former staff; other business and academic contacts; and other individuals interested in the College.
- This personal data is held in a variety of formats, electronic and manual.
- The processing of personal data is subject to the rules laid down under the General Data Protection Regulation 2018. Your personal data will be used only for proper purposes that are considered by the College to be for your benefit.
- For the students, this will include (but not be restricted to) monitoring academic performance, statistical reporting, awarding qualifications and the provision of general academic and business services.
- For the staff, this will include (but not be restricted to) the conduct of normal business management and employment matters.
- For other individuals this will include (but not be restricted to) the normal conduct of academic and business relationships.
- The protection of your personal data will be governed by the provisions of the general Data Protection Regulation 2018. Access to your data will be restricted to those personnel to whom it is necessary for proper purposes.
- The College will not sell your personal data to third parties. Your personal data will only be transferred to third parties where this is for proper purposes related to academic and business matters, for example where this is required by professional bodies or where it is necessary for the delivery of services by third parties to you.

### **The Principles of General Data Protection regulation 2018**

There are Seven privacy principles for General Data Protection Regulation. In summary they are that personal data should be:

- Lawfulness, fairness and transparency

- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

The College is registered as a Data Controller under the Act and will adhere to these principles and the guidelines set out by the Information Commissioner.

### **Consent**

- The College seeks to use your personal data only for the purposes of legitimate interests and, where practicable, with your consent.
- For students, it is a condition of acceptance onto College courses that you consent to the College processing your personal data. By enrolling, you signify your agreement.
- For staff, it is a condition of employment that you consent to the College processing your personal data. By applying you signify your agreement.
- For other individuals, the College may gather your data during the course of normal academic and business activities. It will be used only for legitimate interests.
- You have the right to know what personal data the College holds about you and for this to be correct. Procedures for the management of personal data are in place and enquiries may be made as set out below.

### **Student Information**

- The College will hold personal data relating to your academic performance and discipline. This data may be released to appropriate third parties including professional bodies, universities, academic partners, employers and prospective employers. This may include providing references on your behalf.
- Academic awards are considered to be public information and the names of successful candidates will be published on open pass lists in various media.

### **Examination Results**

- You are entitled to know your examination marks but are not entitled to see your examination scripts.

### **Confidential References**

- You are not entitled to see references provided by the College on your behalf.

- You may be entitled to see references about you received by the College, although this will depend on whether it compromises the privacy of a third party.

### **Sensitive Personal Data**

- Sensitive personal data is defined under the Act to include such matters as personal beliefs and health.
- If the College holds Sensitive Personal Data about you then this will only be disclosed with your explicit consent or if required by law.

### **Accessing Your Personal Data**

- You have the right to see the personal data that the College holds about you and for that data to be corrected if it is incorrect.
- Minor requests about your personal data may be dealt with informally in the course of normal administration, at the sole discretion of the College. In the first instance, you should contact Student Services or your tutor.
- If you wish to make a formal request for access to your personal data then this should be made in writing to the College Administrator.