

# Keble College Policy on Data Protection

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## 1. Purpose and scope

This policy provides a framework for ensuring that the College meets its obligations under the General Data Protection Regulation (GDPR) and associated legislation ('data privacy legislation').

It applies to all processing of personal data carried out for a College purpose, irrespective of whether the data is processed on non-College equipment or by third parties.

'*Personal data*' means any information relating to an identifiable living individual who can be identified from that data or from that data and other data. '*Processing*' means anything that is done with personal data, including collection, storage, use, disclosure and deletion.

More stringent conditions apply to the processing of special category personal data.

'*Special category*' means personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying an individual, data concerning health or data concerning an individual's sex life or sexual orientation.

This policy should be read in conjunction with the accompanying procedures, which provides further detail and advice on practical application, as well as any other documents that impose confidentiality or data management obligations in respect of information held by the College.

This policy does not cover the use of personal data by members of the College when acting in a private or non-College capacity.

## 2. Background

The processing of personal data underpins almost everything the College does. Without it, students cannot be admitted and taught; staff cannot be recruited; living individuals cannot be researched; and events cannot be organised for alumni or visitors.

We are responsible for handling people's most personal information. By not handling personal data properly, we could put individuals at risk.

There are also legal, financial and reputational risks for the College. For example:

- Reputational damage from a breach may affect public confidence in our ability to handle personal information.
- The Information Commissioners Office (ICO), which enforces data privacy legislation, has the power to fine organisations up to 4% of global annual turnover for serious breaches.

## 3. Principles

The processing of personal data must comply with data privacy legislation and, in particular, the six data privacy principles. These principles are explained in detail by the ICO: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/principles/>

In summary, they require that personal data is:

- processed fairly, lawfully and in a transparent manner;
- used only for limited, specified stated purposes and not used or disclosed in any way incompatible with those purposes;
- adequate, relevant and limited to what is necessary;
- accurate and, where necessary, up-to-date;
- not kept for longer than necessary; and
- kept safe and secure.

In addition, a new accountability principle requires us to be able to evidence compliance with these principles.

## 4. Aims and commitments

The College handles a large amount of personal data and takes its responsibilities under data privacy legislation seriously. It recognises that the mishandling of an individual's personal data may cause them distress or put them at risk of identity fraud. As a result, it is committed to:

- complying fully with data privacy legislation;
- where practicable, adhering to good practice, as issued by the ICO or other appropriate bodies; and
- handling an individual's personal data in a careful and considerate manner that recognises the importance of such information to their privacy and welfare.

The College seeks to achieve these aims by:

- ensuring that staff, students and other individuals who process data for College purposes are made aware of their individual responsibilities under data privacy legislation and how

these apply to their areas of work. For example, the staff handbooks include a section drawing the attention of the employee to data privacy legislation and the College's data protection policies;

- providing suitable training, procedures and advice. The College uses the University's online training course on data privacy and information security, which is available to all members of the College. The online course is supplemented by bespoke on-site training, where appropriate.
- incorporating data privacy requirements into administrative procedures where these involve the processing of personal data, particularly in relation to major information systems (the concept of 'privacy by design');
- operating a centrally coordinated procedure (in order to ensure consistency) for the processing of subject access and other rights based requests made by individuals; and
- investigating promptly any suspected breach of data privacy legislation; reporting it, where necessary, to the ICO; and seeking to learn any lessons from the incident in order to reduce the risk of reoccurrence.

## 5. Roles and responsibilities

### *Governing Body*

Governing Body has executive responsibility for ensuring that the College complies with data privacy legislation.

It is supported by its Data Protection and Information Security Committee ("DPISC"), which is responsible for keeping under review the College's policies and compliance with legislation and regulatory requirements.

### *Data Protection Officer (DPO)*

The DPO is responsible for monitoring internal compliance, advising on the College's data protection obligations and acting as a point of contact for individuals and the ICO. The DPO is assisted in this role by the Archives and Records Manager ("ARM") and the HR Manager ("HRM"). Together these officers comprise the **Information Compliance Team ("ICT")**.

### *ICT*

The ICT is responsible for:

- keeping Governing body updated about data protection responsibilities, risks, and issues;
- establishing and maintaining policies and procedures at a central level to facilitate the College's compliance with data privacy legislation, reviewing and updating these policies on a regular basis;
- monitoring internal compliance;
- establishing and maintaining procedures on data privacy legislation and specific compliance issues;
- supporting privacy by design and privacy impact assessments;
- responding to requests for advice from departments, staff, and students;
- coordinating a College-wide register exercise to capture the full range of processing that is carried out;

- complying with subject access and other rights based requests made by individuals for copies of their personal data;
- checking and approving any contracts or agreements with third parties that may handle the College's sensitive data;
- investigating and responding to complaints regarding data privacy (including requests to cease the processing of personal data); and
- keeping records of personal data breaches, notifying the ICO of any significant breaches and responding to any requests that it may make for further information.

In fulfilling these responsibilities, the team may also involve, and draw on support from, representatives from College departments.

#### *Heads of department (or equivalent)*

Heads of Department are responsible for ensuring that the processing of personal data in their department conforms to the requirements of data privacy legislation and this policy. In particular, they must ensure that:

- new and existing staff, visitors or third parties associated with the Department who are likely to process personal data are aware of their responsibilities under data privacy legislation. This includes drawing the attention of staff to the requirements of this policy, ensuring that staff who have responsibility for handling personal data are provided with adequate training and, where appropriate, ensuring that job descriptions for members of staff or agreements with relevant third parties reference data privacy responsibilities.
- adequate records of processing activities are kept (for example, by updating the records of processing activities);
- implementing the College's retention schedules;
- data protection requirements are embedded into systems and processes by adopting a 'privacy by design' approach and undertaking legitimate interest assessments and privacy impact assessments where appropriate;
- privacy notices are provided where data is collected directly from individuals or where data is used in non-standard ways;
- data sharing is conducted in accordance with College procedures;
- requests from the ICT for information are complied with promptly;
- data privacy risks are considered by senior management on a regular basis; and
- departmental policies and procedures are adopted where appropriate.

#### *Others processing personal data for a College purpose e.g. staff, students and volunteers*

Anyone who processes personal data for a College purpose is individually responsible for complying with data privacy legislation, this policy and any other policy, procedures and/or training introduced by the College to comply with data privacy legislation. For detailed guidance, they should refer to the accompanying Procedures on Data Protection and any relevant departmental policies and procedures. In summary, they must ensure that they:

- only use personal data in ways people would expect and for the purposes for which it was collected;
- use a minimum amount of personal data and only hold it for as long as is strictly necessary;

- keep personal data up-to-date;
- keep personal data secure, in accordance with the College's Information Security Policy;
- do not disclose personal data to unauthorised persons, whether inside or outside the College;
- complete relevant training as required;
- report promptly any suspected breaches of data privacy legislation, in accordance with the College's Data Breach Procedure, and following any recommended next steps;
- seek advice from the ICT where they are unsure how to comply with data privacy legislation; and
- promptly respond to any requests from the ICT in connection with subject access and other rights based requests and complaints (and forward any such requests that are received directly to the ICT promptly).

## **6. Breaches of data privacy legislation**

The College will investigate incidents involving a possible breach of data privacy legislation in order to ensure that, where necessary, appropriate action is taken to mitigate the consequences and prevent a repetition of similar incidents in future. Depending on the nature and severity of the incident, it may also be necessary to notify the individuals affected and/or the ICO. A breach will occur where, for example, personal data is disclosed or made available to unauthorised persons or personal data is used in a way that the individual does not expect.

All other incidents must be reported directly to the ICT at the earliest possible opportunity.

## **7. Compliance**

The College regards any breach of data privacy legislation, this policy or any other policy and/or training introduced by the College from time to time to comply with data privacy legislation as a serious matter, which may result in disciplinary action. Depending on the nature of the breach, an individual may also find that they are personally liable (for example, it can be a criminal offence for a member of the College to disclose personal information unlawfully).

## **8. Further information**

Questions about this policy and data privacy matters in general should be directed to the ICT.

This policy, and supporting procedures, will apply with immediate effect, and will be reviewed annually by DPISC.