

**DATA PROTECTION POLICY**

**Policy adopted January 2012**

**Policy revised May 2018**

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**1. Introduction**

NESWEC needs to retain and process certain data in order to work efficiently. This includes certain personal data on students, former students, our regular and guest tutors and those who inquire about the programme. NESWEC is committed to complying with data protection obligations, and to being concise, clear and transparent about how personal information is obtained and used, and how (and when) it is deleted once it is no longer required. This policy sets out the obligations and the requirements for all those involved in the work undertaken by NESWEC

The Course Coordinator, Jill Taplin, is the Data Controller, responsible for monitoring compliance with data protection principles as well as the effectiveness of this policy.

**2. Data Protection Principles**

NESWEC will comply with the following eight data protection principles when processing personal information:

 These are that personal data:

1. must be processed fairly and lawfully
2. must be obtained for lawful purposes
3. must be adequate, relevant and not excessive
4. must be accurate and where necessary kept up to date
5. must not be kept longer than necessary
6. must be processed in accordance with the rights of employees
7. must be safeguarded against unauthorised or unlawful processing and against accidental loss, damage or destruction
8. must not be transferred to a country outside the European Economic Area

**2.1. Obligations for those working on behalf of NESWEC**

All tutors and others working on behalf of NESWEC are required to take practical steps to comply with the principles, taking appropriate care to ensure that personal information held by NESWEC is not left visible or unattended in electronic or paper form, or shared without appropriate authorisation. Everyone has a responsibility for the preservation of the confidentiality and integrity of information used while working on behalf of NESWEC.

If, as part of your role, you keep personal information about students, former students, our regular and guest tutors and those who inquire about the programme you must comply with this policy including the eight data protection principles:

* Do not disclose confidential personal information to anyone except the data subject, unless the data subject has given their explicit prior written consent to this
* Ensure you verify the identity of the individual and the legitimacy of the request before releasing any personal information
* If you receive a request from outside the organisation for personal information you should forward this to Course Coordinator who is responsible for dealing with such requests
* Ensure any personal data you hold is kept securely and is not seen by unauthorised persons
* Ensure that, when working on personal information whether at your home or in another environment, you continue to observe the terms of this policy, in particular in relation to data security
* Ensure that hard copy personal information is disposed of securely
* Take practical steps to support the adherence to the principles, for example keeping passwords separately from laptops and phones, using a strong password and not sharing your password with others

Remember that compliance is your personal responsibility, and it is expected that you will comply with the Data Protection principles.

**2.2. NESWEC’s Obligations towards those about whom it holds personal data**

Processing personal data is necessary for NESWEC to carry out its duties as an education provider and training centre. Anyone whose personal data is being processed by NESWEC has certain rights in relation to their personal data. In practice, what this means is that individuals have the right, on written request and within a month, to:

* be told what personal data is being processed, why it is being processed, where it came from and to whom it may be disclosed
* access that data in an intelligible form
* ask to rectify the data if inaccurate
* ask for the data to be erased

**3. Further information or queries**

For further information, or in the case of any queries over this policy or a particular matter of data protection, please consult Course Coordinator as the Data Controller (jill@neswec.org.uk).

The following statement is included on the NESWEC application form, our website contact form and on correspondence with inquirers:

**DATA PROTECTION PRIVACY NOTICE**

**Please refer to the Data Privacy Notice available on our website (**[**www.neswec.org.uk**](http://www.neswec.org.uk) **), which indicates how we retain, share and dispose of any personal information (data) with which you may provide us. Please contact the Data Controller (****jill@neswec.org.uk****) if you have any questions relating to data collection or you wish to unsubscribe to mailings and updates**