Data Protection Policy

1. Definitions

For the purposes of this policy:

- ***Personal Data** is defined as information about a living individual held either electronically or manually as an accessible record or records, from which the person can be identified.*
- ***Data processing** is defined as the obtaining, recording, holding, organising, adapting, altering, retrieving, consulting, matching, transmitting, disseminating, making available, aligning, combining, blocking, erasing or destroying of data as defined above.*
- ***Data subject** is defined as a living person about whom data is processed. Under law and for the purposes of this policy, a data subject will include learners who have yet to reach majority.*
- ***Automated data** is personal data held on computer and automatically processed, such as automatic scoring, document image processing, CCTV or identity photos.*
- ***Manual records** are records containing personal data organised in such a way as a living individual may be identified, whether from those records alone or in combination with others.*

2. Rationale

London Brookes College seeks to demonstrate conformity to the spirit of the UK/EU Data Protection Act

3. Core Principles

- *Personal data shall be processed fairly and lawfully.*
- *Personal data shall be obtained only for specified and lawful purposes and shall not be*
- *processed in a way which is incompatible with those purposes.*
- *Personal data shall be adequate, relevant and not excessive and shall be kept only while relevant.*
- *Personal data shall be accurate and kept up to date.*
- *Personal data shall be processed in accordance with the data subjects' rights.*
- *Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against the accidental loss or destruction of, or damage to personal data.*

4. Implementation

The data controller shall be the London Brookes College Assistant-Principal.
The data controller shall:

- *ensure that this policy is updated at least every third year, or when regulations applying to data protection are issued; or on request by a third party organisation such as a partner college*
- *ensure that all staff are familiar with the policy and associated procedures*
- *issue guidance on the retention and destruction of personal data*

- *ensure that the LONDON BROOKES COLLEGE website is compliant.*

5. Quality Assurance

LONDON BROOKES COLLEGE arrangements

A review of the data protection arrangements will be carried out every third year. The Senior Management Team will from time to time examine the arrangements in place to ensure that the risk of London Brookes College failing to comply with our obligations and this policy is minimised.

Curriculum areas and support divisions

Each employee shall be responsible for ensuring that the data protection arrangements in the area under her/his control comply with this policy.

Updated on September, 2025
next review September, 2026