

Mulroy College
Milford
Roll Number: 712200



Data Protection
Policy

MULROY COLLEGE

Coláiste na Maoile Ruaidhe



Data Protection Policy

Mulroy College embodies mutual respect in a caring environment while enabling students to achieve personal success and move with confidence into a world of endless opportunities

Introduction

Mulroy College needs to collect and use data (information) for a variety of purposes about its staff, students and other individuals who come in contact with the College. The purposes of processing data include the organisation and administration of the curriculum, staffing, compliance with statutory obligations, etc. Data Protection is the safeguarding of the privacy rights of individuals in relation to the processing of personal data. The Data Protection Act 1988 and the Data Protection (Amendment) Act 2003 confer rights on individuals as well as responsibilities on those persons processing personal data. Personal data, both automated and manual, are data relating to a living individual who is or can be identified, either from the data or from the data in conjunction with other information.

Purpose of this policy

This policy is a statement of the College's commitment to protect the rights and privacy of individuals in accordance with the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003.

Principles of the Acts

The College will administer its responsibilities under the legislation in accordance with the eight stated data protection principles outlined in the Act as follows:

1. Obtain and process information fairly
The College will obtain and process personal data fairly and in accordance with the fulfilment of its functions.

2. Keep it only for one or more specified, explicit and lawful purposes
The College will keep data for purposes that are specific, lawful and clearly stated and the data will only be processed in a manner compatible with these purposes.
3. Use and disclose it only in ways compatible with these purposes
The College will only disclose personal data that is necessary for the purpose/s or compatible with the purpose/s for which it collects and keeps the data.
4. Keep it safe and secure
The College will take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of, the data and against their accidental loss or destruction. The University is aware that high standards of security are essential for all personal information.
5. Keep it accurate, complete and up-to-date
The College will have procedures that are adequate to ensure high levels of data accuracy. The College will examine the general requirement to keep personal data up-to-date. The College will put in place appropriate procedures to assist staff in keeping data up-to-date.
6. Ensure that it is adequate, relevant and not excessive
Personal data held by the College will be adequate, relevant and not excessive in relation to the purpose/s for which it is kept.
7. Retain it for no longer than is necessary for the purpose or purposes
The College will have a policy on retention periods for personal data.
8. Give a copy of his/her personal data to that individual, on request
The College will have procedures in place to ensure that data subjects can exercise their rights under the Data Protection legislation.

Responsibility

The College has overall responsibility for ensuring compliance with the Data Protection legislation. However, all employees of the Donegal VEC who collect and/or control the contents and use of personal data are also responsible for compliance with the Data Protection legislation.

Procedures and Guidelines

This policy supports the provision of a structure to assist in the College's compliance with the Data Protection legislation, including the provision of best practice guidelines and procedures in relation to all aspects of Data Protection.

Review

This Policy will be reviewed regularly in light of any legislative or other relevant indicators