Introduction to Changes of GDPR

From the 25th May 2018 the law is changing and the new General Data Protection Register (GDPR) will become law. As an organisation that gathers and uses data (information) we are required to review our data handling and related procedures.

This introduction outlines the key changes brought about by this legal change.

In principle, with regards to data collection, we are now required to carefully consider:

- What data we need from you
- Why we need it
- What we will do with it
- Where it will be stored
- Who we may share it with, and why
- How will we dispose (get rid of) the data
- How long we will keep it

As well as telling you all these things, we are also required to tell you how you can view the data, request changes or deletions and what we will do in the case of a data breach.

The new law states that you have 9 rights in relation to the data we hold. These are:

- The right to see any data we keep on record
- The right to request changes where errors exist
- The right to request that something is removed from the records/data
- The right to request that information is not used in any way other than originally intended
- The right to have your data used by somebody else (transferred)
- The right to object to data being used for marketing or other commercial purposes
- The right for your data to be used for your education only
- The right to complain about how the data has been gathered and used by the college
- The right to compensation if damages have occurred as a result of our data handling

Your Data

As a college we require some essential data from you. This data can be as simple and as routine as your address, a contact phone number or any medical conditions you may have. Such information is not only legally required by the college, but also ensures that you and your family are well served by the college for routine matters.

In most cases, this data will be provided by you when you apply and enrol and will then be 'processes' in the college student information system. Be assured that our systems are:

- Password protected
- Restricted to staff members and those with a 'need to know'
- Regularly backed up and securely stored offsite
- Managed in accordance with the law and local guidance

However, as a college we handle and use a much wider variety of data which may include our CCTV recordings, results data, referrals to external agencies and much more. We will now let you know how we manage this kind of data. You can find further details of this in our 'Annual Data Statement' which is available on the website.

The Colleges Duties

The college must operate within the law of the General Data Protection Registration. This means that the college must:

- Have a Data Protection Officer
- Have policies for the management of data (including complaints)
- Respond to complaints or requests within one calendar month
- Keep you informed of what we do with any data
- Inform you of any breach in our data that affects you

The college will not usually charge for any requests by you. However, it would consider making a charge when requests are considered to be unfounded or excessive.

Sharing Data with partners and agencies

We will always to endeavour to tell you what we are doing with your data. However, on occasion and unplanned we may be required to pass on data to other people / agencies. The circumstances in which we would likely do so, would include:

- At the request of a court of law
- Where we believe your child is at risk of harm
- We are legally required to do so
- At the request of police services in relation to a crime

We will always try to notify you when we have passed on data to somebody else. However, it is likely that on occasion time-scales may limit our ability to do this.

List of Partners and Agencies used

Local Authorities Services - Careers Connexion Service, Social Services, Oldham MBC, Rochdale MBC, Tameside MBC, Manchester MBC, Combined Authority Partnership

Safeguarding agencies – GM Police,

Software Services - Think Alumni, ForSkills, Microsoft

Awarding Organisations – City & Guilds, Pearsons, AQA, Cache, UAL have the most number of learners with us

Partner Universities – UCLAN, Sheffield Hallam, Huddersfield, Bedfordshire, Teesside

Greater Manchester Projects - GM Higher, HEAT Project, Pathways to Productivity

Government Agencies – Department for Education, Education and Skills Funding Agency, Ofsted, QAA, Higher Education Funding Council

Data Protection Officer

We are required to appoint a Data Protection Officer (DPO) to monitor our policies and procedures in relation to data. You can find out who our DPO is by looking on the college website.

If you have any concerns or questions, you should direct them to the DPO in the first instance. They will help you with any requests you may have and advise you of your rights. In addition to their advice, the college website will also have a number of documents for guidance as well. These will include:

- The Data Protection Policy
- The Annual Data Statement

Subjects Rights

As a learner, you have a number of rights in relation to the data we hold on you.
The main rights are as follows:

- The right to view any records or data we hold
- The right to request that we amend or update that data
- The right to request that we remove some information

Whilst these rights exist, we would always assure you that we take very seriously our responsibilities in relation to managing all the data we hold.
We endeavour to make sure that it is always:

- Accurate
- Secured and Backed Up
- Limited to Those Who Need It
- Reviewed Regularly

However, on occasion, we know that you may wish to take advantage of your legal rights in relation to the data we hold. There are some simple steps to making this happen.

These are:

Step 1   In the first instance, contact the college's Data Protection Officer to discuss the best way to get what you need or

Step 2   If you already know what you want to review then please complete a Data Review Request Form.

Step 3   We have one month in which to consider your request.

Step 4   Once we have reviewed the request and made a decision, we will write to you outlining our decision and what happens next.

Step 5   If your request is successful, we will arrange for you to review the relevant records.

Step 6   Once you have reviewed the records, we hope you will be satisfied that we have managed your data effectively. However, if you feel that something in there is inaccurate and needs amending or removing, then you may request this.

Step 7   If you wish to proceed, please complete a Data Amendment Request Form.

Step 8   We have one month in which to consider your request.

Step 9   Once we have reviewed the request and made a decision, we will write to you outlining our decision and what happens next.

Data Review Request Form

NB: Should your request be accepted; we would not normally make a charge. However, we reserve the right to do so if your request is vexatious, excessive or unfounded.

Subject's Details	
Subject/Learner Name	
ID Number	
Date of Birth	
Current Course	
Person Requesting Data Review	
Your Name	
Your relationship to the subject/learner	
Your address	
Your telephone number	
Do you have parental responsibility?	

Your Request	
What data or which records do you wish to review	
Why do you wish to review them	
What do you expect to find in these records	

Data Amendment Request Form

NB: Should your request be accepted; we would not normally make a charge. However, we reserve the right to do so if your request is vexatious, excessive or unfounded.

Subject's Details	
Subject/Learner Name	
ID Number	
Date of Birth	
Current Course	
Person Requesting Data Review	
Your Name	
Your relationship to the subject/learner	
Your address	
Your telephone number	
Do you have parental responsibility?	
Your Request	
What data or which records do you wish to have amended	
What amendment do you want? Do you want it updating, amending, or deleting?	
Why do you want these changes to be made?	

Annual Data Statement for Oldham College

Data Protection Officer	
Name	
Email contact	gdpr@oldham.ac.uk
Relevant training undertaken	2 day training course, regular webinar training sessions
Headline Information	
Number of audits this year	2
Number of actions identified by audits this year	5
Number of actions identified by audits not yet started	0
Number of requests for reviews this year	0
Number of requests for amendments this year	0
Number of requests for removals this year	0
Number of data breaches identified this year	0
Total income from Data Protection issues	£
Total costs from Data Protection issues	£
Work Undertaken in last year	
Policies reviewed	
Policies reviewed	
Training undertaken/provided	
Priorities for following year	**Actions for following year**
1. Undertake further audits	1. Audit CCTV
2. Ensure training built into the staff induction programme	2. Audit external website
3.	3. Audit applications and enrolment process
4.	4. Attend update training