



ST. ANDREW'S
COLLEGE
Cambridge

COLLEGE POLICY DOCUMENT

DATA PROTECTION and FREEDOM of INFORMATION POLICY

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1 Introduction

1.1. As an organisation, the College is subject to requirements set out in legislation and monitored by the Information Commissioner's Office under the Data Protection Act 1998.

1.2. As a public authority, the College is also subject to requirements set out in legislation and monitored by the Information Commissioner's Office under the Freedom of Information Act 2000.

1.3. The Data Protection Act 1998 requires that the College complies with the Data Protection Principles set out within the Act – in summary these state that personal data shall:

- Be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met.
- Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose.
- Be adequate, relevant and not excessive for those purposes.
- Be accurate and kept up to date.
- Not be kept for longer than is necessary for that purpose.
- Be processed in accordance with the data subject's rights.
- Be kept safe from unauthorised access, accidental loss or destruction.
- Not be transferred to a country outside the European Union, unless that country has equivalent levels of protection for personal data.

1.5. The Freedom of Information Act 2000 requires that the College provide general access to some classes of information through a publication scheme, and provides any person with the right to make a request for information not already published or protected by exemption (for example, personal information protected under the Data Protection Act 1998). The Act also sets out procedures for dealing with requests, such as time limits for Data Protection

compliance and fees which may be charged.

2 Our Commitment

2.1. The College is committed to the principles of the Freedom of Information Act 2000. The Information Commissioner's Office have produced an extensive selection of documents to support organisations, and the College will make reference to the following in meeting our obligations:

a. *The Guide to Freedom of Information* (<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/>)

b. *Model Publication Scheme* (<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>)

c. *Definition document for the governing bodies of maintained and other state-funded schools in England* (<https://ico.org.uk/media/1235/definition-document-schools-in-england.pdf>)

d. *Receiving a Request and Request Handling Flowchart* <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/receiving-a-request/>)

e. *Refusing a Request* (<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/refusing-a-request/>)

2.2. The College is committed to the principles of the Data Protection Act 1998. The Information Commissioner's Office have produced an extensive selection of documents and codes of practice to support organisations, and the College will make reference to the following in meeting our obligations:

a. *Guide to Data Protection* (<https://ico.org.uk/for-organisations/guide-to-data-protection/>)

b. *Subject Access* (<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/subject-access-request/>)

c. *Data Sharing and Data Sharing Code of Practice* (<https://ico.org.uk/for-organisations/guide-to-data-protection/data-sharing/>)

d. *Privacy by Design and Privacy Notices Code of Practice* (<https://ico.org.uk/for-organisations/guide-to-data-protection/privacy-by-design/>)

2.3. Any queries regarding the College's obligations, procedures and practices under the Data

Protection Act 1998 and the Freedom of Information Act 2000 should be directed to:

The Principal
St. Andrew's College Cambridge
13 Station Road
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CB1 2JB

Or by email: wayne.marshall@standrewscambridge.co.uk

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