

Data Protection Policy

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Author and Responsible Manager:	Head of Centre				
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Document Control

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1. Scope and purpose

BSA is committed to protecting your personal data - this includes students and staff, former students and staff and the organisations we work with. This policy explains how we collect and use personal data to meet this commitment.

2. Policy Overview

BSA has a responsibility to provide data protection and data security. We are committed to compliance with the requirements of the Data Protection Act 1998/2018 (DPA) and the General Data Protection Regulation (GDPR) and any changes to that legislation.

The General Data Protection Regulations state that data must be:

- processed lawfully, fairly and in a transparent manner.
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- accurate and, where necessary, kept up to date.
- kept for no longer than is necessary for the purposes for which they are processed.
- processed in a manner that ensures appropriate security including protection against unauthorised processing, accidental loss, destruction or damage.

To achieve these aims BSA will:

- appoint a designated data protection officer and communicate this role widely within the organisation.
- continue to develop, publish and review processes and resources.
- provide thorough training to all staff.
- ensure open communication and highly visible promotion and guidance.
- only share data when necessary and with organisation who commit to GDPR compliance.

3. Accountability

BSA is a company limited by guarantee and operates as a named data controller and data processor, processing personal data on behalf of other data controllers.

The Directors are ultimately responsible for implementation of data protection legislation but the designated lead for data protection will deal with operational data protection matters and ensure compliance with data protection legislation.

From time-to-time, at the recommendation of the Head of Centre, BSA will engage the support of external data protection experts to ensure processes and practises are current.

4. Linked Policies and Procedures

- Clean Desk and Clear Screen Policy
- Information Security Policy

5. Equality Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and safety and Sustainability	
Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working	
Title of Activity: Author and Date: Dionne McCann Nov 2020	☐ New or ☒ Revision (Tick as appropriate) Expected Implementation Date: Nov 20 What is the Review Date: Every Years
Equality and Diversity. Which of the characteristics may be impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?	None, no impact
Safeguarding: Are there any aspects of this proposal which could cause a Student/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?	☐ Yes ☒ No
Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?	☐ Yes ☒ No
Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?	☐ Yes ☒ No
Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?	Quality is monitored through both internal and external reviews
Is this policy of a high/medium or low risk? :	☐ High ☐ Medium ☒ Low