



College Data Policy

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Responsibility for Contents	Vice Principal Information Systems and Communications
Responsibility for Review	Corporate Governance and Planning Officer
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Primary Contact	dataprotection@forthvalley.ac.uk

1.0 Purpose

This policy and associated procedures referred to in this policy outlines the College's approach to the management of all data held or shared by the College.

2.0 Policy Statement

Forth Valley College is an organisation that relies heavily on a variety of types of data to conduct its day to day business. The College is committed to ensuring the data it holds is relevant, up to date and well organised

3.0 Responsibility for the Implementation of this Policy and Associated Procedures

This policy applies to all College staff.

4.0 Definition of College Data

College data is defined as all information which is held (physically or electronically) within the College or on a College approved external host (such as a 'cloud' account). No data should be held on any system not approved by the College.

Staff should not store personal information or communications on any College system. If a staff member does so, the College cannot guarantee the privacy of this information.

5.0 What Laws Apply

The use of data by organisations including the College is highly legislated. The two most relevant pieces of legislation at this time are described below. Please note that, should any of these pieces of legislation be superseded during the period of this policy, then the most relevant legislation will be deemed to be covered by this policy.

General Data Protection Legislation (GDPR)

GDPR is EU legislation which came into force on 25 May 2018.

The reason for this legislation is to ensure transparency in how organisations utilise information to ensure it is accurate, up to date and not kept longer than necessary. It builds upon existing data protection legislation which has been in place in the UK since 1998

Information covered by GDPR is information which relates to a clearly identifiable individual (student/staff etc).

GDPR strengthens an individual's rights to see what information the College holds on them, to request copies of some or all of this information or to request that information held on them be deleted.

The manner in which the College obtains information under GDPR is also fundamentally different from past practice. The College can only gather, hold and use information where there is either –

- Clear and informed consent given by the individual
- A legislative basis for having information

New procedures have been developed for managing College information and the organisation chart in Appendix 1 provides an overview of these

Failure to manage personal data in line with GDPR places the College at risk of severe financial penalties.

Freedom of Information (Scotland) Act 2002 (FOISA)

FOISA has been in place within the College for a number of years. This legislation is a mechanism whereby individuals can request to see information on the College (as long as it is not personal information on an individual staff or student) in relation to activity levels, financial performance, decision making process or any other topic of interest.

6.0 Staff Training

The College will ensure all staff are trained in the legislation outlined in section 5 above. This training will be periodically refreshed and will also form part of the induction process for all new staff.

7.0 Advice for Staff

While all staff will receive training in the legislation outlines in section 5, the College recognises that staff may either require specialist advice or assistance where a request for personal/college information goes beyond what a reasonable member of staff would consider a normal request for someone in their role.

Staff should always, in the first instance, discuss their query with their line manager. Should your line manager be unavailable (e.g on leave or off ill) you should contact the Corporate Planning and Governance Officer on extension 3273 for advice as soon as possible.

Appendix 1 – Overview of College Data Management Procedures

