

The Rules for Processing Personal Data

(Refer to the full University Data Protection Policy)

Personal data is information which relates to a living individual (ie not companies) who can be identified from that information, (whether directly or indirectly on its own or in conjunction with any other information held).

Any personal data shall be processed in accordance with the eight Data Protection Principles contained in the Act. These are that personal and sensitive personal data must:

- 1) be processed fairly and lawfully;
- 2) be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with the purpose;
- 3) be adequate, relevant and not excessive for the purpose;
- 4) be accurate and up-to-date;
- 5) not be kept for longer than necessary for the purpose;
- 6) be processed in accordance with the data subject's rights;
- 7) be kept safe from unauthorised processing, and accidental loss, damage or destruction; and
- 8) not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data, except in specified circumstances.

In addition, the University cannot use or process Personal Data unless one or more conditions are met. The conditions most relevant to the University are:

- the data subject has given consent to the processing;
- where necessary to enter a contract with a data subject at their request or to perform a contract with a data subject; or
- where a legitimate business interest is proportionate (i.e. not unwarranted having regard to the rights and freedoms or legitimate interests of the data subject)

This overlaps with the University's legal obligations under human rights legislation.