

## DATA PROTECTION POLICY

### Designated Contacts

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The Data Protection Act 1998 came into force on 1<sup>st</sup> March 2000 and superseded the Data Protection Act 1984. The purpose of the Act is to protect the rights and privacy of individuals, and to ensure that data about them are not processed without their knowledge and are processed with their consent wherever possible. The Act covers personal data relating to living individuals, and defines a category of sensitive personal data which is subject to more stringent conditions on their processing than other personal data. Cameo is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal data. The policy covers:

### 1. Scope of the policy

- 1.1 The Data Protection Act applies to electronic and paper records held in structured filing systems containing personal data, meaning data which relates to living individuals who can be identified from the data. This includes any expression of opinion about an individual and intentions towards an individual. It also applies to personal data held visually in photographs or video clips (including CCTV) or as sound recordings. Cameo collects a large amount of personal data every year including: staff records, names and addresses of those requesting prospectuses, examination marks, references, fee collection as well as the many different types of research data used by Cameo.

### 2. Responsibilities

2.1 Data protection means that Cameo must:

- Manage and process personal data properly
- Protect the individual's rights to privacy
- Provide an individual with access to all personal information held on them





- 2.2 Cameo has a legal responsibility to comply with the Act. The Senior Management Team members with overall responsibility for this policy include the Centre Manager and Quality Manager. Cameo is named as the Data Controller under the Act.
- 2.3 Cameo is required to notify the Information Commissioner of the processing of personal data. This is included in a public register. The public register of data controllers is available on the Information Commissioner's website.
- 2.4 Cameo's Quality Manager and Operations Manager are responsible for drawing up guidance on good data protection practice and promoting compliance with this guidance through advising staff on the creation, Maintenance, storage and retention of their records which contains personal information.
- 2.5 Every member of staff that holds information about identifiable living individuals has to comply with data protection in managing that information, Individuals can be liable for breaches of the Act.

