

processing (collection, storage, use and transfer) of personal information (data and other personal identifiers) about data subjects (living identifiable individuals).

2.

- A. Completing relevant data protection training, as advised by the College;
- B. Following relevant College policies, procedures and notes of guidance;
- C. Only accessing and using personal information as necessary for their contractual ~~duties~~ ~~roles~~ College roles;
- D. Ensuring personal information they have access to is not disclosed unnecessarily or inappropriately;
- E. Where identified, reporting personal data breaches, ~~and~~ ~~operating~~ operating with College authorities to address them; and
- F. Only deleting, copying or removing personal information when leaving the College as agreed with the College and as appropriate.

Annex

Legal Definition of personal information

Personal information is defined as data or other information about a living person who may be identified from it or combined with other data or information held. Some “special category data” (formerly sensitive personal data) are defined as information regarding an individual’s racial or ethnic origin; political opinion;

- x The right not to be subject to a decision based solely on automated decision-making using their personal data.

Accountability

The College is required under law to:

- x Comply with data protection law and hold records demonstrating this;
- x Implement policies, procedures, processes and training to promote 'data protection by design and by default';
- x Have appropriate contracts in place when outsourcing functions that involve the processing of personal data;
- x Maintain records of the data processing that is carried out across the College;
- x Record and report personal data breaches;
- x Carry out, where relevant, data protection impact assessments on high risk processing activities;
- x Cooperate with the relevant supervisory authorities.