



**5 E Ltd**

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## General Policy for Handling Learners Personal Data

### Scope of these guidelines:

These notes are aimed at anyone working for 5E Ltd whose duties include the handling of students' personal data. They set out practical implications of our responsibilities under Data Protection legislation.

'Student personal data' means practically any information about, or correspondence relating to, a named student. This includes names, addresses, NI No, nationality/domicile, as well as more obviously 'sensitive' information such as assessment/award & qualification results, data on ethnic origin/social class, or medical information. DPA legislation applies to all of this record keeping and it is especially strict about the handling of the more 'sensitive' types of data.

This general policy, (specifically aimed at "Duties of staff" & "Security of data"), has been developed to support the company's Data Protection Policy & its commitment to protecting the privacy and confidentiality of all student data as far as is reasonable.

Our governing bodies, (JC+, LSC, LDA etc), reserve the right at any time to inspect as to ensure that we have robust systems and procedures in place to meet our contractual obligations with regards to the Data Protection Act.

### Duties of staff:

All members of staff who have access to student data as part of their job should at all times ensure that:

- data is only used for the purpose(s) for which they were collected
- data confidentiality is maintained at all times
- data accuracy is maintained
- data are held securely – see **Security of data**
- only the data that are necessary for the conduct of normal business are collected & retained

In addition, all staff should be aware of a student's right to privacy in matters relating to his/her health and welfare and when advising students, staff should make it clear at the outset of a discussion whether the content is to remain confidential and the extent of the confidentiality to be afforded to any disclosures.

Article 8 of the Human Rights Act 1998, states that, "Everyone has the right to respect for private and family life, his home and his correspondence".

Any staff member who discloses student personal data without proper authorisation may be subject to disciplinary proceedings.

**Security of data:**

All staff should ensure that personal data are:

- kept in a locked filing cabinet, drawer, cupboard or room, whether it is in paper or electronic format when not being worked on or when the office is left unattended (even for a short time) especially passport/travel documents or any other documents e.g. CV, Enrolment Form etc that could lead to identity theft or any fraudulent usage
- not be visible, either on desks or on computer screens, to any visitors; ensure screen savers and computer screen locks are used. Passwords should not be disclosed to anyone (including managers)
- not sent via email, if it is sensitive information
- not disclosed orally or in writing without the permission of the student unless it is part of a legitimate company process
- not left on shared printers/photocopiers
- disposed of securely in line with the Retention and Disposal Policy whether in paper format or electronically.

Further information on disclosure of student information under the Data Protection Act (Internal, External & Emergency disclosures, request for student information under the Freedom of Information Act, etc) or any further clarifications or understanding, can be requested from your line Manager or please refer to the Company Data Protection Policy.

**Review of Policy**

This was reviewed in June 2021 and is due for next review in June 2022.

**If you require this policy in a larger font size, please contact the HR Department.**

Please sign and date the declaration below and return a copy to the Quality Assurance & Compliance Team. This will ensure that you agree with the requirements that have been stated in this policy.

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I have read through the above and will ensure that all actions required will be adhered to comply with the handling of students' personal data.

Name (print).....

Role within Organisation.....

Signature.....

Date.....