

## CHURCHILL COLLEGE

### DATA PROTECTION

1. We expect those handling information about us to do so properly and responsibly. Data protection is about ensuring that they do. The College needs to keep data on its employees in order to pursue its role as an employer. By accepting employment with the College employees consent to the College keeping and processing data about them. It is legitimate for the College to keep records on recruitment; recording of working time; administration and payment of wages; employee assessment and training; negotiation or communication with employees; manpower and career planning; compliance with company policy and/or legislation in relation to health, safety and other employment matters; analysis for management purposes and statutory returns. This list is purely illustrative, however.
2. The Data Protection Act 1998 introduced a major cultural change to the way filed data about individuals was handled. All personal data files, be they manual or electronic, are included under the Data Protection Act.
3. *Data* is information which is processed automatically or is recorded with the intention that it should be processed automatically. Alternatively it is information that is recorded as part of a relevant filing system or with the intention that it would form part of a relevant filing system, i.e. a non-automated system structured by reference to individuals or organised to allow ready access to specified information about individuals.
4. *Processing* means obtaining, recording or holding information on data or carrying out any operation on it. Operations can include: organisation, adaptation or alteration of the data; retrieval, consultation or use of the data; onward transmission of the data; combination, blocking or destruction of the data.
5. Some Heads of Departments retain personnel files on employees within their departments. Central personnel files are held in the HR Manager's office, while the Finance Manager and Payroll Manager hold records of salaries and other personal information. All files and records are kept securely. Employee contact details are stored on the staff database to which there is restricted access. Car registration numbers are recorded by the Head Porter. Some records are also held in the College Archives.
6. Under the provisions of the Act an employee has the right of access, without excessive delay and on written request, to data that is held about them and which falls within the scope of the legislation. They do not, however, have automatic right of access to confidential references relating to training or employment.