



DATA PROTECTION POLICY

This Data Protection Policy applies to staff of the Institute, students of the Institute who might have reason to collate, handle and use data as part of their studies and/or research and external bodies that processes personal data on behalf of the Institute.

Policy

Please find below the full text of Dundalk Institute of Technology Data Protection Policy. All staff and students should familiarise themselves with its contents.

Introduction

Dundalk Institute of Technology (DkIT) needs to collect and use personal data (information) for a variety of purposes about its staff, students and other individuals who come in contact with the Institute. The purposes of processing data include the organisation and administration of courses, examinations, research activities, the recruitment and payment of staff, compliance with statutory obligations, etc. Data Protection legislation* safeguards the privacy rights of individuals in relation to the processing of personal data. The Data Protection Act 1988, the 1995 Directive and the Data Protection (Amendment) Act 2003 confer rights on individuals as well as responsibilities on those persons processing personal data. Personal data, both automated and manual are data relating to a living individual who is or can be identified, either from the data or from the data in conjunction with other information.

**Data Protection Regulation Directive of 2018 will largely replace the 1995 Directive and the Data Protection Acts 1988 and 2003 for the public and private sectors.*

Purpose of this policy

This policy is a statement of the Institute's commitment to protect the rights and privacy of individuals in accordance with the Data Protection legislation.

Principles of data protection legislation

The Institute undertakes to perform its responsibilities under the legislation in accordance with the eight stated data protection principles outlined in the Acts as follows.

1. Obtain and process information fairly

The Institute will obtain and process personal data fairly in accordance with the fulfilment of its functions and its legal obligations.

2. Keep it only for one or more specified, explicit and lawful purposes

The Institute will keep data for purposes that are specific, lawful and clearly stated and the data will only be processed in a manner compatible with these purposes.

3. Use and disclose it only in ways compatible with these purposes

The Institute will only use and disclose personal data in ways that are necessary for the purpose/s or compatible with the purpose/s for which it collects and keeps the data.

4. Keep it safe and secure

The Institute will take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of the data and against their accidental loss or destruction.

The Institute acknowledges that high standards of security are essential for processing all personal information.

5. Keep it accurate, complete and up-to-date

The Institute will have procedures that are adequate to ensure high levels of data accuracy and completeness and to ensure that personal data is kept up to date.

6. Ensure that it is adequate, relevant and not excessive

Personal data held by the Institute will be adequate, relevant and not excessive in relation to the purpose/s for which they are kept.

7. Retain it for no longer than is necessary for the purpose or purposes

The Institute will have a defined policy on retention periods for personal data and appropriate procedures in place to implement such a policy. (DkIT Records Retention Schedule refers)

8. Give a copy of his/her personal data to that individual, on request

The Institute will have procedures in place to ensure that data subjects can exercise their rights under the data protection legislation.

Responsibility

The Institute has overall responsibility for ensuring compliance with data protection legislation where it is the controller of personal data. However all employees and students of the Institute who collect and/or control the contents and use of personal data are individually responsible for compliance with the data protection legislation. The Institute will provide support, assistance, advice and training to all departments, offices and staff to ensure it is in a position to comply with the legislation.

Procedures and Guidelines

The Institute is committed to ensuring the protection of the privacy of personal data and in order to assist in the Institute's compliance with the data protection legislation will provide best practice guidelines and procedures in relation to all aspects of data protection. (Data Protection Procedures attached as Appendix 1 and Guidelines for Staff/Students attached as Appendix 2)).

Review

This policy will be reviewed regularly in light of any legislative or other relevant indications.

The term 'Institute' is used for brevity in this document but should be taken as referring to Dundalk Institute of Technology (DkIT).

Other documents to be read in tandem with this policy:

- **DP Procedures**
- **Personal Data Security Breach Management Procedures**
- **CCTV Policy 2014**
- **How to Make an Access Request**
- **Records Retention Schedule**
- **Guidelines for Staff / Students**