



DATA PROTECTION STATEMENT

Woking College needs to keep certain information about its employees, students and other users in order to monitor performance, achievements and references as well as ensuring compliance with legal obligations to funding bodies and government.

Student details from the completed application form are processed into the College Management Information System. This allows the College to track students and is useful if any queries arise after initial contact with the College.

Only authorised staff can access the information held in the systems and Woking College is bound by the Data Protection Act 1998 and its eight principles which requires that data must be:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- not kept longer than necessary
- processed in accordance with data subject's rights
- secure
- not transferred to countries lacking adequate protection

Information may be made available to the individual upon request, within a reasonable time limit and without undue delay. There will be a charge for this.

If a third party is involved in any communication, the third party will also be bound by the Data Protection Act and is, therefore, not authorised to divulge any personal details about students/employees of Woking College.

Woking College may supply information to:

- College employees who require the information to carry out their normal duties
- External contacts only if there is a specific authority to do so (i.e. the LSC whose Data Protection Statement can be found on www.lsc.gov.uk).
(In these circumstances, personal details may be provided so that the third party can be fully aware of the referral and assist the student to the highest level).

In order to ensure that the information kept is accurate, please ensure that the College is informed promptly of any changes to personal details.

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