

CEFAS DATA PROTECTION POLICY

CEFAS Policy on Data Protection

CEFAS has among its Core Values INTEGRITY and CONCERN FOR PEOPLE. CEFAS is, therefore, committed to comply with the requirements of the Data Protection Act 1998 that govern the processing of personal data. Consequently, personal information must be collated and used fairly, stored safely and not disclosed to any other person unlawfully.

Personal data can be defined as data or information relating to an individual from which they can be identified, and which can include expressions of opinion about an individual. CEFAS aims to ensure that personal data is not used for any other purposes than specified on collection, is held securely, and destroyed when no longer required.

CEFAS will meet its commitments by ensuring that data subjects, including staff members and individuals from other organisations, are aware of their rights and responsibilities under the Act. We will also undertake a continuing programme with the aim of ensuring that CEFAS staff understand their responsibilities when handling personal data.

CEFAS is an executive agency of DEFRA. As a result, DEFRA is the Data Controller under the Act and ultimately responsible for implementation. The CEFAS Data Protection Co-ordinator will deal with day to day matters.

Further details are set out in the Appendix.

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Appendix

Data Protection Principles

There are eight principles for data protection:

1. Personal data shall be obtained and processed fairly and lawfully.
2. Personal data shall only be obtained and held for one or more specified lawful purposes.
3. Personal data shall not be excessive for the purpose for which it is processed.
4. Personal data shall be accurate and kept up to date.
5. Personal data shall not be kept for longer than necessary.
6. Personal data shall be processed in accordance with the rights of data subjects.
7. Appropriate security measures shall be taken against unauthorised access to, or alteration, disclosure or destruction of, personal data and against loss or destruction of personal data.
8. Personal data shall not be transferred outside the European Economic Area unless to a country or territory with similar levels of protection in relation to processing of personal data.

Rights of Data Subjects

Data subjects can be defined as individuals who are the subject of personal data. All data subjects are entitled to know:

- ◆ what information CEFAS holds and processes about them and why;
- ◆ how to gain access to it; and
- ◆ how to keep it up to date.

Accuracy of Data

All data subjects are responsible for:

- ◆ checking that any information they provide to CEFAS in connection with their employment is accurate and up to date; and
 - ◆ informing CEFAS of any changes to information they have provided, e.g. change of address.
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Appendix (continued)

Purposes

CEFAS collects and uses data about for the following purposes:

- ◆ organisation and management;
 - ◆ responding to requests for information and providing advice;
 - ◆ marketing of services and products;
 - ◆ payment of salaries;
 - ◆ trade union membership to facilitate payment of subscriptions;
 - ◆ medical history to ensure suitability for appointment;
 - ◆ CCTV monitoring for security purposes;
 - ◆ seeking improvements in health and safety;
 - ◆ staff development;
 - ◆ recording of ethnic origin and disability. This information is requested on a voluntary basis and is used to enable CEFAS to Manage Diversity;
 - ◆ Recording of periods of sickness to manage attendance and enable payment of statutory sick pay; and
 - ◆ providing references.
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Appendix (continued)

Sensitive Data

In some cases, CEFAS may only process personal data with consent of the individual. In particular, some data is considered to be sensitive, e.g. information about a person's health, ethnic origin, or trade union membership. This information may be processed to ensure that all staff are treated fairly, or for administration purposes, such as managing attendance.

Disclosure

CEFAS may disclose information about data subjects to the following:

- ◆ relevant government departments and other bodies to whom we have a statutory obligation to release information, including the Inland Revenue and the Department of Work and Pensions.
 - ◆ Potential employers.
 - ◆ External agents employed by CEFAS in the conduct of its business.
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