

National Film and Television School (the “School”) Data Protection Policy

1. Introduction

The School collects and processes personal data about employees, students and other individuals (collectively “data subjects”) for academic, administrative and commercial purposes.

“Personal data” means recorded information about an individual data subject from which that individual can be identified. When processing or using such information, the School, including its employees and contractors, must comply with the Data Protection Act 1998 (the “Act”).

“Processing” means doing anything with data, such as accessing, disclosing, destroying or using the data in any way. The School will usually only process a data subject’s personal data where the data subject has given his/her consent or where processing is necessary to comply with the School’s legal obligations. In other cases, processing may be necessary for the protection of the data subject’s vital interests, for the School’s legitimate interests or the legitimate interests of others.

The School will only process sensitive personal data (for example, information relating to ethnic origin, political opinions, religious or similar beliefs, trade union membership, health, sex life, criminal proceedings or convictions) when a further condition is met (for example, the data subject has given his/her explicit consent, or that the processing is legally required for employment purposes).

The School strives to comply with the data protection principles outlined in the Act when processing personal data. The School has practices and procedures in place to ensure that personal data is:

- processed fairly and lawfully,
- obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with the purpose,
- adequate, relevant and not excessive for the purpose,

- kept accurate and up-to-date,
- not kept for longer than necessary for the purpose,
- processed in accordance with the data subject's rights,
- kept secure,
- not transferred to people or organisations situated in a country outside the European Economic Area, unless that country and/or organisation has equivalent levels of protection for personal data.

The Act applies to personal data held in electronic format, and in paper records where these records are held in structured filing systems. It also applies to personal data held visually, for example, in photographs or video clips (including CCTV) or as sound recordings.

2. Rights to Access Information

Staff, students and other data subjects have the right to access any of the personal data that the School is processing about them. Any data subject may exercise this right by submitting a request in writing to the Director of Curriculum and Registrar.

The School reserves the right to make a charge of £10 for each subject access request under the Act.

The School aims to comply with requests for access to personal information as quickly as possible, but will ensure that a response is provided within 40 days, unless there is a valid reason for delay. In such cases, the reason for the delay will be explained in writing to the data subject making the request.

To make a request for access please complete and return the form attached.

3. Subject Consent

In some cases, such as the handling of sensitive information, the School may require an individual's consent to process certain personal data. If the individual chooses to withhold his/her consent, then the School may not be in a position to perform its obligations and consequently not able to enroll or employ the individual.

4. The Data Controller

The NFTS Board of Governors is the Data Controller under the Act. The Director of the NFTS is ultimately responsible for the implementation of this Data Protection Policy.

5. Retention of Data

The School will keep different types of personal data for differing lengths of time, depending on legal, academic and operational requirements. The School will not keep personal data for longer than necessary.

6. Providing Information to Third Parties

The School will not disclose a data subject's personal data to a third party without his/her consent unless the School is satisfied that the third party is legally entitled to the personal data. Where the School does disclose a data subject's personal data to a third party, the School will have regard to the eight data protection principles as described above.

7. Updating and Correcting Data

The School wishes to ensure that any personal data it processes is accurate and up to date.

If you are a student please contact the Registry to update or correct the information that the School holds about you.

If you are an employee please contact the Personnel Officer to update or correct the information that the School holds about you.

8. General

The School has the right to amend this Data Protection Policy at any time.

If you consider that this Data Protection Policy has not been followed in respect of personal data about yourself or others you should raise the matter with your line manager, personal tutor or the Director of Curriculum and Registrar. Any breach of this policy will be taken seriously and may result in disciplinary action.

Any questions or concerns about the interpretation or operation of this Data

Protection Policy should be taken up with the Director of Curriculum and Registrar by emailing jwardle@nfts.co.uk

August 2014

DATA PROTECTION ACT 1998**Subject Access Request Form (“Request Form”)**

1. Completing the following information is helpful and will enable us to respond to your enquiry as quickly as possible. Please complete the form in **block capitals using black ink**.
2. Please return the completed Request Form and a **cheque for £10** (*for administration costs, which should be made payable to the National Film and Television School*) to:

The National Film and Television School
Beaconsfield Studios
Station Road
Beaconsfield
Bucks HP9 1LG

1. Details of Data Subject
Surname:
Forenames:
Date of Birth:
Home Address / Address to which any information should be sent:
Telephone Number:
Email Address:

2. Relationship of the Data Subject to the NFTS

* Please complete all appropriate sections

2(a) *Current Student

Course Title:

Department:

2(b) *Former Student

Last year enrolled:

Course Title:

Department:

Name when enrolled at NFTS (if different from name given):

Last home address when enrolled at NFTS:

2(c) *Current Staff / Former Staff

Leaving date (if applicable):

Job Title:

Department:

Name when employed by NFTS (if different from name given):

2(d) *Other (please give details e.g. applicant for employment, student applicant, customer, supplier, consultant, referee etc)

--

3. Personal Details of the Requester (only complete this Section if you are **not** the Data Subject i.e. you are requesting information about/relating to another person)

Name:

Address:

Telephone Number:

Email Address:

Your relationship with the Data Subject:

*Please note that if you are acting on behalf of the Data Subject, the NFTS requires **evidence of the Data Subject's identity and written authority to act on his/her behalf, and evidence of your identity.***

Please specify or describe the document(s) you wish to request and the relevant time period e.g. *emails identifying me relating to X matter sent by A.N. Other between September - November 2011:*

Document(s):	
Over what time period:	

Please tick below the sections/departments where the documents that you are seeking may be found:

Section/Department	Search (please tick)
Your Department	
Human Resources	
Academic Registry	
Finance Office	
IT Services	
Library	
Management	
Fundraising, Events and Alumni Office	
Communications and Marketing	
Any other Department, please state:	

5. Information Required - Checklist

Checklist of documents which must accompany this Request Form:

- | | | |
|----|--|--------------------------|
| 1. | Completion of sections 1, 2, & 4 of the Request Form. | <input type="checkbox"/> |
| 2. | Evidence of Data Subject's identity** | <input type="checkbox"/> |
| 3. | If you as the Requester are not the Data Subject : | |
| | • evidence of your identity**; | <input type="checkbox"/> |
| | • completion of section 3 of the Request Form; | <input type="checkbox"/> |
| | • written evidence of the Data Subject's consent to disclose information to you. | <input type="checkbox"/> |
| 4. | An administration fee of £10 | <input type="checkbox"/> |

* *proof of identity documents required e.g. a certified copy of passport, driving licence, birth certificate etc..*

6. Declaration

I, certify that the information given on this application form to the National Film and Television School (“NFTS”) is true. I understand that it may be necessary for the NFTS to obtain more details in order to locate the requested information. I also understand that the 40 day period in which the NFTS must respond to my request under the Data Protection Act 1998 (the “Act”) only commences when the NFTS has received payment and sufficient information to process my request.

Signed Date.....

Anyone who impersonates another individual to gain access to his or her information may be guilty of an offence under s.55 of the Act.

The NFTS will use the information provided in this Request Form for the purpose of dealing with your request, and for statistical use to monitor and improve services.

** To confirm evidence of identity the Requestor must provide a certified copy of his/her passport or photo driving licence.