

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

We may amend this Data Protection Policy from time to time. Please check this Data Protection Policy regularly to ensure you understand the practices which will apply at that time.

This Data Protection Policy was last updated in August 2014.

### **1. Introduction**

The School is a registered data controller under the Data Protection Act 1998 (“the Act”). The School maintains a data protection notification with the Information Commissioner (the independent authority responsible for overseeing compliance with the Act) which means that the Information Commission is notified of the types of personal data processed by the School, the purposes for which the School processes data and whether or not the School transfers personal data outside the European Economic Area. The School’s register entry number is Z6441288 and may be found by searching the Information Commissioner’s site at <https://ico.org.uk/esdwebpages/search>.

The School collects and processes personal data about employees, students, alumni and other individuals (collectively “data subjects”) for academic, administrative and commercial purposes. This Data Protection Policy applies to all personal data the School holds about data subjects, whatever its source.

“Personal data” means data relating to a living individual who can be identified from that data or from that data and other information which is in the possession of, or is likely to come into the possession of, the School. 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 virtually any dealing with personal data, such as obtaining, accessing, recording, holding, 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 performance of a contract with the data subject, 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).

## **2. Data protection principles**

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 organizations situated in a country outside the European Economic Area, unless that country and/or organization 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 a "relevant filing system", i.e. a sufficiently structured and searchable filing system, such as a filing cabinet or organized records room. It also applies to personal data held visually, for example, in photographs or video clips (including CCTV) or as sound recordings.

## **3. Personnel files: employees and students (where the School stores personal data and why)**

### Employees:

An employee's personnel file will contain information about his/her work history with the School and may, for example, include information about any disciplinary or grievance procedures, warnings, absence records, appraisal and personal information about the employee including address details and

National Insurance number. This information is collected to monitor an employee's progress in their work and to enable the School to contact the employee when necessary.

There may also be other information about the employee located within the organization, for example, in his/her manager's email inbox or computer desktop; or within documents stored in a "relevant filing system".

#### Students:

A student's file will contain information about his/her history with the School and may, for example, include application forms, assessment forms, references, progress reviews, absence records, and personal information about the student including address details. This information is collected to monitor a student's academic progress and to enable the School to contact the student when necessary.

There may also be other information about the student located within the organization e.g. in NFTS email folders or other electronic storage; or within documents stored in a "relevant filing system".

#### Employees' and students' sensitive personal data:

The School may collect relevant sensitive personal data from employees and/or from students for equal opportunities monitoring and other (for example, HESA – see below) monitoring purposes. Where such information is collected the School will only use it for such monitoring purposes unless there is a need to process it for a further purpose. If the information is to be used for a further purpose, the School will inform employees and/or students (as applicable) on any monitoring questionnaire of the further purpose for processing, the individuals (identified by name or by role) or departments within the School who will have access to that information and the security measures that the School will put in place to ensure that there is no unauthorized access to it.

The School will ensure that personal information about an employee/a student, including information in employee/student files, is securely retained. The organization will keep hard copies of information in secure filing cabinets or equivalent secure storage. Information stored electronically will be subject to access controls (including username and password based login details) and encryption software may be used to protect the data 'at rest'.

## **4. Rights to Access Personal Data**

Staff, students and other data subjects have the right to access any of the personal data that the School is processing about them, with the exception of certain exemptions listed in the Act, including in relation to examination scripts. Any data subject may exercise this right by submitting a request in writing to the HR Director (in the case of staff) or Registrar (in the case of students).

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 calendar days from receipt of the request and all necessary supporting information (and the £10 fee, if applicable), 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 to your personal data, please complete and return the form attached (below).

## **5. Data Subject's Consent – and the right to withdraw it**

In some cases, such as the processing of sensitive personal data, the School may require an individual's consent to process certain personal data. In such cases, the data subject always has the right to withhold or, if already given, withdraw his/her consent. However, 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.

## **6. Data protection roles and responsibilities**

The School's Data Protection Compliance Manager is the Registrar.

The NFTS is the Data Controller under the Act.

## **7. Providing Information to Third Parties**

The School may share a data subject's personal data with selected third parties if:

- the third party is providing a useful or essential service to the data subject, for example the (outsourced) payroll provider and pension

- advisors;
- the School is under a duty to disclose or share personal data in order to comply any legal obligation; or
  - it is necessary to protect the School's rights, property or safety of any third party.

In particular, the School will send some of the student information we hold to the Higher Education Statistics Agency ("HESA"). HESA collects and is responsible for the database in which HESA student records are stored. Details of how HESA will process this information can be found at: <https://www.hesa.ac.uk/about/regulation/data-protection/notices>.

The School will not otherwise disclose a data subject's personal data to a third party without his/her consent. 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.

## **8. 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 Registry Manager to update or correct the information that the School holds about you.

If you are an employee, please contact the HR Advisor to update or correct the information that the School holds about you.

## **9. Monitoring**

The School's systems enable it to monitor telephone, email, voicemail, internet and other communications. For business reasons, and in order to carry out legal obligations in its role as an employer, use of the School's systems, including the telephone and computer systems, and any personal use of them, may be continually monitored by automated software or otherwise. Monitoring is only carried out to the extent permitted or as required by law and as necessary and justifiable for business purposes.

A CCTV system monitors the exterior of the building, Reception, Ossie Morris Canteen, Rose Building Café and behind the bar. This data is recorded.

In exceptional circumstances, the School may use monitoring covertly. This may be appropriate where there is, or could potentially be, damage caused to the School by the activity being monitored and where the information cannot be effectively obtained by a less intrusive means (for example, where an employee is suspected of stealing property belonging to the School). Covert

monitoring will take place only with the approval of the School Director on the recommendation by the Registrar or HR Director.

The School reserves the right to retrieve the contents of email messages or check internet usage (including pages visited and searches made) as reasonably necessary in the interests of the business, including for the following purposes (the list is not exhaustive):

- a. To monitor whether the use of the email system or the internet is legitimate and in accordance with this policy;
- b. To find lost messages or retrieve messages lost due to computer failure;
- c. To assist in the investigation of alleged wrongdoing;
- d. To comply with any legal obligation.

## **10. Training**

The School provides training on data protection to all employees handling personal information in the course of their duties at work.

## **11. 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.

## **12. 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 relating to you or others, you should raise the matter with your line manager, personal tutor or the 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 directed to the Registrar.

January 2018

**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

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

**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)

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**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:**

<b>Document(s):</b>	
<b>Over what time period:</b>	

**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 <b>are not the Data Subject</b> :                        |                          |
|    | • 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.