

**ROYAL WELSH COLLEGE  
OF MUSIC & DRAMA  
COLEG BRENHINOL  
CERDD A DRAMA CYMRU**

## **DATA PROTECTION POLICY STATEMENT**

The Royal Welsh College of Music and Drama is committed to protecting the rights and freedoms of individuals with respect to the processing of their personal data. This is done in accordance with:

- The Data Protection Act 1998 (the Act)
- Associated legislation
- Case law and the spirit of the Act
- The College's notification as a data controller with the UK Information Commissioner (**Reference No: Z9702162**), which sets out the purposes for which the College holds and processes personal data about employees, students, graduates and others.

### **COMPLIANCE**

1. All users of personal data at the College are required to comply with the Act
2. These requirements apply to all personal data created and received, regardless of where it is held and irrespective of the ownership of the equipment used, if the processing is for Royal Welsh College of Music and Drama purposes.
3. Any breach of the College's policies, procedures or guidance may result in the College being legally liable for the consequences and internal disciplinary action being taken.

### **RESPONSIBILITIES**

The Information Systems Manager is the registered contact with the Information Commissioner's Office. The Information Systems Manager will be able to advise members of the College on all matters relating to the Act.

### **THE DATA PROTECTION PRINCIPLES**

The Data Protection Act sets out eight principles governing the use of personal information with which all College users must comply unless an exemption applies. These principles ensure that personal information is:

1. Fairly and lawfully processed
2. Processed for limited purposes
3. Adequate, relevant and not excessive
4. Accurate and up to date
5. Not kept for longer than is necessary
6. Processed in line with individuals' rights
7. Kept secure
8. Not transferred to other countries without adequate protection

The full provisions governing these principles are available in:

**Schedule 1 part 2 of the Data Protection Act ;**