

# DATA PROTECTION POLICY

Vice Chancellor 's Office

POLICY SCHEDULE	
Policy title	Data Protection Policy
Policy owner	University Secretary
Policy lead contact	Data Protection Officer
Date of approval	10 October 2022
Date of implementation	10 October 2022
Version no.	2.0
Related Guidelines, Procedures etc.	<a href="#">Information Governance guidance</a> <a href="#">Information Security Policy</a>
Review interval	Two yearly

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iv. Personal Data Breaches

There is a personal data breach reporting process in place which sets out how breaches are reported and how they are assessed to determine whether the Information Commissioner's Office or individuals should be informed. The process includes a breach response plan detailing how to follow up on reported breaches.

v. Contracts

There are procedures and guidance in place to ensure that contracts with processors and other controllers meet data protection legislation requirements.

vi. Data Sharing

There is a procedure for recording and responding to ad hoc requests for personal data .

vii. Data Protection by Design and Default

There are procedures and guidance for assessing any processing that may be of high risk to individual and where a Data Protection Impact Assessment (DPIA) should be carried out

viii. Data Subject Rights

A dedicated team handles subject access requests and other data subjects'

requests

v. Managers

Responsible for implementing and ensuring compliance with data protection