

Creating Privacy Notices

Guidelines for staff collecting personal data

To ensure your collection of data is not in breach of Data Protection legislation you must provide a Privacy Notice to inform people how the College intends to use their data.

There is a College Privacy Notice on the website which you can link to in order to provide some of the information required, such as:

- New College Durham is the Data Controller for the data we are collecting
- The Academic Registrar is the Data Protection Officer for New College Durham
- You have the right to complain to the Information Commissioner's Office at ico.org.uk

On your form you will need to be explicit about the following:

- Your legal basis for processing¹ and why you need the data
- How long you will keep the data
- Who the data will be shared with and for what purpose
- Depending on your legal basis for processing the data, who to contact to withdraw consent
- Any automated processing that may take place using the data (eg. credit checking, profiling)

Alternatively you may ask the Data Protection Officer to add the detail to the College's online privacy notice and link to it but this must not be done if the form is intended to be filled in by hand as the notice isn't reasonably accessible.

Contact:

Suzy Taylor

Academic Registrar / Data Protection Officer

E-mail: records@newdur.ac.uk

¹ If you are unsure what this is please ask the Data Protection Officer to advise