

Subject Access Requests Policy

Quality Assurance Manual



Foreword

The 2019 revision of the Dorset College Quality Assurance Handbook (QAH) is in line with the Statutory Quality Assurance Guidelines developed by QQI for use by all Providers[1] and the Sector Specific Statutory Quality Assurance Guidelines developed by QQI for Independent/Private Providers coming to QQI on a Voluntary basis[2], as well as the Standards and Guidelines for Quality Assurance in the European Higher Education Area, May 2015[3]. This revision also takes into consideration the evolving scope of Dorset College encompassing policies and procedures applicable to higher, further and English language education. The revision is within the context of overall governance and management structures in place to support the delivery of such programmes and specifically encompassing policies and procedures applicable to our current suite of programmes (Level 5 to Level 8) and in the future up to level 9 on the National Framework of Qualifications (NFQ).

This edition of the QAH was informed by consultation with key stakeholders of the College including but not limited to learners, staff and faculty and wider engagement with the further and higher educational community as well as external stakeholders for approval by Dorset College Academic Quality Committee upon review by an independent QQI panel.

[1] QQI's Core Statutory QA Guidelines

<https://www.qqi.ie/Downloads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf>

[2] QQI's Sector Specific QA Guidelines

<https://www.qqi.ie/Downloads/Sector%20Specific%20Quality%20Assurance%20Guidelines%20V2.pdf>

[3] European Standards and Guidelines (ESG)

https://enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf

Policy Title	Information and Data Management
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Date Approved	17/12/2018
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Effective From	02/01/2019
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Monitor	Registrar / QA Department
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Summary	This policy details the information that the College retains on its staff and learners, the reasons for this and the duration that it retains such data. It also provides transparency as to how an individual can see what data the College retains about them and, at their request, give them a copy of such data.
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Related Policies

Revision History &	Version 1 – 2019
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Commencement Date & Date of Next Review	
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Commencement Date (Version 1): 02/01/2019

Date of Next Review: Following Independent Assessment from Re-engagement process



Purpose

The purpose of these policies is to provide information and transparency regarding the Data Protection obligations of the College. This includes obligations in dealing with personal data, in order to ensure that the organisation complies with the requirements of the relevant Irish legislation, namely the Data Protection Act(s) 1988 and the Data Protection (Amendment) Act (2003), The Data Protection Act 2018 and the e-Privacy Regulations 2011 and GDPR 2018.

Scope

This policy covers both personal and sensitive personal data held in relation to data subjects by the College. The policy applies equally to personal data held in manual and automated form.

Policy Statement

The College must comply with the Data Protection principles set out in the relevant legislation. This Policy applies to all Personal Data collected, processed and stored by the College in relation to its staff, service providers and clients in the course of its activities. The College makes no distinction between the rights of Data Subjects who are employees, and those who are not. All are treated equally under this Policy.



Subject Access Requests Policy

The protection of one's personal data is an EU fundamental right for all individuals. Dorset College, as a data controller, is obliged to ensure that the data it collects is obtained in a fair and transparent manner, stored securely, and is not retained for any longer than is necessary for the purpose of its collection or than the period outlined in the College's data retention periods.

Complementing this fundamental right of individuals is their right of access of information that is retained about them by a data controller. This allows an individual transparency regarding the kinds of data that is processed about them, and to verify that the information is accurate and up to date.

An individual is entitled to make a formal application to the College, asking if the College holds any personal information about them. This request is limited to just clarifying if data is held or not and a description of the personal data and does not include details of the type or scope of the data held, if that is the case. There is **no fee** for this request.



Procedure to Clarify if Dorset College holds personal data about an individual

	Procedure Stage	Responsibility	Evidence
1.	<p>Written Application: Formal, written application is made to the designated person in charge of Data Protection. This form of this application can be either a typed document submitted in hard copy or sent via email.</p>	Staff member in charge of Data Protection	Written Application
2.	<p>Response: The College will respond in 21 days from the date it receives this request with confirmation and a description of the personal data held, if this is the case.</p>	Staff member in charge of Data Protection	Confirmation communication



Subject Access Requests Policy

An individual is entitled to make a formal application to the College, asking for a copy of any personal data held about them. The outcome of this request is to provide a full copy of the personal data that the College retains about an individual. Specifically, the following will be provided to the individual:

- [_A copy of their personal data.](#)
- [_The purposes for processing the data.](#)
- [_The categories of personal data concerned.](#)
- [_To whom the data has been or will be disclosed.](#)
- [_Whether the data has been or will be transferred outside of the EU.](#)
- [_The period for which the data will be stored, or the criteria to be used to determine retention periods.](#)
- [_The right to make a complaint to the Data Protection Commissioner.](#)
- [_The right to request rectification or deletion of the data.](#)

Procedure to access personal data held by Dorset College

Whether the individual has been subject to automated decision making.

There is **no fee** for this request.

	Procedure Stage	Responsibility	Evidence
1.	<p>Written Application: Formal, written application is made to the designated person in charge of Data Protection. This form of this application can be either a typed document submitted in hard copy or sent via email.</p>	<p>Staff member in charge of Data Protection</p>	<p>Written Application</p>
2.	<p>Response: Dorset College will respond in 28 days from the date it receives this request with the following information:</p>	<p>Staff member in charge of Data Protection</p>	<p>A copy of personal information held in either printed, oral or electronic format as per the data subject's preference</p>



Procedure to access personal data held by Dorset College

Procedure Stage

Responsibility

Evidence

— A copy of their personal data.

— The purposes for processing the data.

— The categories of personal data concerned.

— To whom the data has been or will be disclosed.

— Whether the data has been or will be transferred outside of the EU.

— The period for which the data will be stored, or the criteria to be used to determine retention periods.

— The right to make a complaint to the Data Protection Commissioner.



Procedure to access personal data held by Dorset College

Procedure Stage

Responsibility

Evidence

 The right to request rectification or deletion of the data.

Whether the individual has been subject to automated decision making.



Thank you.