

APPENDIX 5

Data Protection Policy for students

The Data Protection Act 1998 sets out rules for processing personal information, and it applies to some paper records as well as those held on computer. The Act gives individuals certain rights, and also imposes obligations on those who record and use personal information to be open about how information is used and to follow eight data protection principles.

Personal data must be processed following these principles so that data are:

1. processed fairly and lawfully and only if certain conditions are met
2. obtained for specified and lawful purposes
3. adequate, relevant and not excessive
4. accurate and where necessary kept up-to-date
5. not be kept for longer than necessary
6. processed in accordance with the subject's rights
7. kept secure
8. not transferred abroad without adequate protection

Your rights

You are entitled to have access to information held about you, except where releasing that information would breach another person's privacy. You also have rights to prevent data processing likely to cause unwarranted damage to distress, and to prevent processing for the purpose of direct marketing.

Your responsibilities

Any personal data must be collected, processed and held according to the data protection principles, whether this is on your own behalf or as part of your research or studies. The University and Colleges are responsible for the data collected for their own proper purposes, and if you have access to this information you must follow relevant policy and procedure. If you process data on your own behalf, you are responsible for compliance with the law.

How your data is used by the University and Colleges

Information is shared between the University and Colleges, and is used for a full range of student administration including education, research, support services, statutory returns, alumni relations, accounts, public relations, security and crime prevention. Full details on the University and Colleges' notifications with the Information Commissioner are available at: <http://www.dpr.gov.uk/search.html>)

In particular, the University will make examination results publicly available, and will confirm details of exam results and degrees awarded to enquirers. The University is required by law to send data on individual students to the Higher Education Statistics Agency, the Higher Education Funding Council for England and the Teacher Training Agency.

If you have any queries about how your data are used, or the application of the Data Protection Act, please contact the Bursar or the University Data Protection Officer
Tel. 32303, e-mail data.protection@admin.cam.ac.uk, <http://www.admin.cam.ac.uk/univ/dpa/>