

Data Protection

Introduction

The Data Protection Act 1998 governs, through a set of principles, the collection, processing and disposal of data held about individuals and the rights of individuals to access this data.

Northumbria Learning (a wholly owned subsidiary of Northumbria University) is legally obliged to adhere to the eight Principles of the Data Protection Act 1998 in the handling of data.

The Data Protection Principles

The eight Data Protection Principles are found in Schedule 1 to the Act: The language of the Act is complex; the following list is a simplified summary.

The Principles require that personal data shall be:

- Processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met;
- Obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose of those purposes;
- Adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
- Accurate and, where necessary, kept up to date;
- Not kept for longer than is necessary for that purpose or those purposes;
- Processed in accordance with the rights of data subjects under the Act;
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss of, destruction of or damage to, personal data;
- Not transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

To find out more information about what personal data we collect and what we do with that data please review our Privacy Statement.

At any time you may request details of the information we hold about you by writing to the University's Data Protection Officer:

Data Protection Officer
University Secretary's Office

Northumbria University
Ellison Place
Newcastle Upon Tyne
NE1 8ST

The University will charge an administration fee of £10 for each Subject Access Request made under the Act.

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