

IDS DATA PROTECTION POLICY

INTRODUCTION

This is a statement of data protection policy adopted by the Institute of Development Studies (IDS).

IDS is required to collect and use certain types of information about people with whom it deals in order to operate. These include current, past and prospective employees and students, clients/customers, the subjects of research, authors of publications, CCTV footage of the building, etc.

In addition, it may occasionally be required to collect and use certain types of personal information to fulfill its legal obligations. This personal information must be dealt with properly by whatever means it is collected, recorded and used – whether on paper, digitally, on video, or recorded on any other media. There are safeguards to ensure this in the Data Protection Act 1998.

We regard lawful and correct treatment of personal information as important to the successful operation of IDS and to maintaining confidence between those with whom we deal and ourselves. To this end, we fully endorse and adhere to the Principles of data protection as enumerated in the Act.

DATA PROTECTION PRINCIPLES

“Personal information” means information about an identifiable living individual.

“Processing” includes all aspects of collecting, editing, viewing, using, and disposal of information. The principles require that such information:

1. shall be processed fairly and lawfully, and shall not be processed unless specific conditions are met;
2. shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with the purpose(s);
3. shall be adequate, relevant and not excessive in relation to the purpose(s) for which they are processed;
4. shall be accurate and, where necessary, kept up to date;
5. shall not be kept for longer than is necessary for that purpose or those purposes;
6. shall be processed in accordance with the rights of data subjects under the Act; and that:
7. appropriate technical and organizational measures shall be taken against unauthorized or unlawful processing of personal data;
8. shall not be transferred to a country outside the European Economic Area unless that country ensures an adequate level of protection for the rights and freedoms.

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Therefore IDS will, through appropriate management and strict application of criteria and controls:

- observe fully conditions regarding the fair collection and use of information;
- meet its legal obligations to specify the purposes for which information is used;
- collect and process appropriate information, and only to the extent that it is needed to fulfill operational needs or to comply with any legal requirements;
- ensure the quality of information used;
- remind staff each year to remove personal information that is no longer needed;

- ensure that the rights of people about whom information is held can be fully exercised under the Act. (These include: the right to be informed that processing is being undertaken; the right of access to one's personal information; the right to prevent processing in certain circumstances; the right to correct, rectify, block or erase information which is regarded as wrong.)
- take appropriate technical and organizational security measures to safeguard personal information;
- ensure that personal information is not transferred abroad without suitable safeguards.

In addition IDS will ensure that:

- there is someone with specific responsibility for data protection in the organisation. Currently the Data Protection Officer is Gary Edwards (G.Edwards@ids.ac.uk) Any new **kinds** of personal data being processed or new **uses** of existing data should be notified to him to ensure that they are included in the terms of our notification to the Commissioner. (It is not necessary to notify individual databases provided that they are held only for purposes already notified.)
- new products or systems that will potentially hold personal data will be reviewed by the data protection officer before being deployed
- everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice;
- everyone managing and handling personal information is requested to attend appropriate training on data protection;
- everyone managing and handling personal information is appropriately supervised;
- queries about processing personal information are promptly and courteously dealt with.
- Subject access requests will be dealt within 40 calendar days of the access request being received.

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