

Data Protection Policy

This document refers to: The data protection adopted by Nexus ICA in line with the Data Protection Act 1998

Definitions

Data Subject

The person to whom the data being processed refers.

Data Controller

The organisation processing the data, i.e. Nexus ICA

Personal data

Personal data refers to the information relating to a living, identifiable individual.

Sensitive personal data concerns information about health, politics, religion, ethnicity, race, sex or criminal record, relating to the subject.

Data Processing

Personal data shall be processed fairly and lawfully and shall not be processed unless-

- a) At least one of the following conditions is met.
 - The data subject has consented to the processing
 - Processing is necessary for the performance of, or commencing a contract.
 - Processing is required under legal obligation.
 - Processing is necessary for the protection of the data subject.
 - Processing is necessary to carry out any public functions
 - Processing is necessary in order to pursue the legitimate interests of the data controller.
- b) In the case of sensitive data, at least one of the following conditions is met.
 - The data subject has given explicit consent to the processing.
 - The processing is necessary to comply with employment law.
 - The processing is necessary to protect the vital interests of the individual (in a case where the individual's consent cannot be given or reasonably obtained) or another person (in a case where the individual's consent has been unreasonably withheld)
 - The individual has deliberately made the information public.

- The processing is necessary in relation to legal proceedings; for obtaining legal advice; or otherwise for establishing, exercising or defending legal rights.
- The processing is necessary for administering justice, or for exercising statutory or governmental functions.
- The process is necessary for medical purposes, and is undertaken by a health professional or by someone who is subject to an equivalent duty of confidentiality.
- The processing is necessary for monitoring equality of opportunity, and is carried out with appropriate safeguards for the rights of individuals.

Please note, in relation to the above that Nexus ICA is a not-for-profit organisation which does not disclose information to third-parties.

Personal data shall be obtained by Nexus ICA for educational purposes only, and shall not be further processed in any manner incompatible with those purposes. Personal data shall never be handed over to third parties.

Personal data shall be adequate, relevant and not excessive in relation to the purposes for which they are processed.

Personal data shall be accurate and, where necessary, kept up to date.

Personal data shall not be kept for longer than is necessary. As an educational establishment, it is Nexus ICA' policy to keep records of personal data for a minimum of 10 years.

Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998 as follows.

Data subjects have the right to:

- a) View the data we hold for them. Please refer to the document on [disclosure of references](#) for more information.
- b) Request that incorrect information be corrected.
- c) Require that data is not used in any way that may potentially cause damage or distress.
- d) Require that their data is not used for direct marketing

Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data as outlined below

- Only those, for whom it is appropriate and necessary, have access to data as part of their role on behalf of and for the purposes of Nexus ICA activities.

Personal data shall not be transferred to a country or territory outside the European Economic Area. Personal data will not be shared with subsidiaries in other countries.

All of the above information is in line with the Data Protection Act 1998 and does not infringe upon the rights of individuals involved.