



## **European College of Law**

### **Data Protection Policy**

#### **Aim**

The European College of Law (ECL) operates processes to prevent, identify, investigate and respond to unacceptable academic practice. Besides, we have a commitment to equity in enabling learner development and achievement. On the top, we practice code of ethics. These principles give rise to ECL further essential committed to compliance with the requirements of the Data Protection Act 1998. We aim to ensure that all staffs, agents, consultants, students and other stakeholders who have access to any personal data, will abide by their duties and responsibilities under the above Act.

#### **Statement**

We collect, use and store information/documents of service users/providers, such as educational institutions, learners and prospective learners, past, existing and prospective employees, and external personnel. We also do this to comply with guidance of Awarding Organisations, Funding Agencies etc. It is our duty to handle and deal with personal and sensitive information lawfully and appropriately.

#### **The Principles of Data Protection**

Our personnel concerned must comply with the following principles, which are legally enforceable:

- To handle personal and sensitive (about ethnic origin, political opinion, faith, disability, sexual preference, criminal convictions etc.) data fairly and lawfully.

- To use personal and sensitive data for specified and lawful purposes and shall not be further processed in any manner incompatible with those purposes.
- To use the personal and sensitive data, which are reasonable, relevant and not excessive to that particular purpose
- Use personal and sensitive data accurately and where necessary, update it.
- Keep and protect these personal and sensitive data with an appropriate degree of security.
- Store personal and sensitive data for longer than is necessary for that purpose.
- Any personal and sensitive data would not be transferred outside the UK, unless the recipient authorities ensure an adequate level of data protection.
- These personal and sensitive data will be released either with the person's consent, or for purpose of the national security.

### **Sanction**

ELC is registered with Commissioner's Office (**ICO**). This policy is applicable for all staffs, students, external personnel and all stakeholders. The Principal will supervise at all time. Unjustified breach of this policy and misuse of personal and sensitive data may cause instant disciplinary action, dismissal and/or prosecution.