The Inns of Court College of Advocacy

Data Protection Policy

Approval Date: September 2019

Latest Update Version: 1.0

Policy Owner: COIC Operations Director

Date of Next Review: July 2022

Purpose & Scope

This policy covers all ICCA activities and processes in which personal data is used, whether in electronic or hard copy form.

This policy applies to all members of the ICCA including staff, students and others acting for, or on behalf of, the ICCA or who are otherwise given access to the ICCA's information infrastructure.

This policy takes precedence over any other ICCA policy on matters relating to data protection.

Definitions

The following terms are defined in data protection legislation:

- **Personal data** – any information relating to an identifiable person who can be directly or indirectly identified, in particular by reference to an identifier (e.g. name, identification number, location data or online identifier).
- **Special category personal data** – the following types of personal data (specified in data protection legislation) which are particularly sensitive and private in nature, and therefore more likely to cause distress and damage if compromised:
  - Racial or ethnic origin
  - Political opinions
  - Religious or philosophical beliefs
  - Trade union membership
  - Health related conditions (physical or mental health)
  - Sex life and sexual orientation
  - Commission or alleged commission of any criminal offence
  - Biometric data, where processed to uniquely identify an individual
- **Data subject** – the individual to whom the personal data relates.
- **Data controller** – determines the purposes and means of processing personal data.
- **Data processor** – responsible for processing personal data on behalf of a controller
- **Data breach** – a security incident that affects the confidentiality, integrity or availability of personal data. A data breach occurs whenever any personal data is:
  - lost
  - corrupted
  - unintentionally destroyed or disclosed
  - accessed or passed on without proper authorisation; or
  - made unavailable and this unavailability has a significant negative effect on the data subjects.

Policy

The Inns of Court College of Advocacy ("ICCA") is committed to complying with the General Data Protection Regulation (GDPR) and any legislation enacted in the UK in respect of the protection of personal data (together "data protection legislation"). To do this, the ICCA will:

- Only use personal data where strictly necessary, and will rely on an appropriate lawful basis for processing personal data.
- Inform data subjects of the lawful basis and explain the purpose and manner of the processing in the form of privacy notices and other similar methods.
- Keep personal data secure and manage incidents effectively when things go wrong.
- Observe the rights of individuals under data protection legislation.
- Ensure staff are trained appropriately in managing personal data.
- Ensure that records containing personal data are managed effectively.
- Only share personal data with third parties where adequate standards of data protection can be guaranteed and, where necessary, contractual arrangements are put in place.
- Implement comprehensive and proportionate governance measures to demonstrate compliance with data protection legislation principles.

Further details on the meaning and the steps the university must take to comply with these points is contained in the Data Protection Procedure.

Roles and responsibilities

Every individual who works for, or on behalf of, ICCA must ensure that any personal data they handle is processed in accordance with this policy and the data protection legislation principles (see Data Protection Procedure).

The Senior Management Team is responsible for approving this policy and ensuring that the ICCA meets its data protection legislation obligations.

ICCA's Data Protection Lead is responsible for:

- Informing and advising the ICCA of its data protection obligations.
- Monitoring compliance.
- Awareness-raising and training of staff involved with processing operations.
- Undertaking internal audits of data protection as required.
- Providing advice on data protection impact assessments.
- Cooperating with the Management Information & Planning Manager and acting as the contact point for any issues relating to processing.

Line Managers are responsible for ensuring awareness of, and compliance with, this policy in their respective areas.

The Management Information & Planning Manager is responsible for:

- Maintaining this policy.
- Processing all subject access requests for the ICCA.

The Operations Manager is responsible for:

- Providing guidance, support, training and advice on data protection compliance.
- Supporting the responsibilities of the Data Protection Lead