

needs to process information about its employees, its students and other individuals: for example, to allow it to monitor performance, achievements and health and safety, and so that staff can be recruited and paid, courses organised and legal obligations (e.g. to funding bodies and the government) fulfilled. Such information must be collected and used fairly, stored safely and not disclosed unlawfully.

3. The Principles of Data Protection

An individual may ask for their personal data to be deleted by the University.

The right to restrict processing

An individual has the right to request restriction of suppression of their personal data, whilst a complaint is being dealt with (the University can store the personal data, but not use it).

The right to data portability

Allows individuals to obtain and reuse their personal data for their own purposes across different organisations.

The right to object

An individual has the right to object to the processing of their personal data, for instance to stop their data being used for direct marketing.

Rights related to automated decision making including profiling

[b] Responsibilities of Pro Vice-Chancellors / Heads of College, Heads of School and Directors of Professional Services

Pro Vice-Chancellors / Heads of College, Heads of School and Directors of Professional Services are responsible for ensuring compliance with legislation in relation to personal data and for ensuring that the requirements of this Policy are met.

Pro Vice-Chancellors / Heads of College, Heads of School and Directors of Professional Services may choose to delegate the management of, but not the responsibility for, Data Protection matters to a school or departmental Data Protection Coordinator. This person will administer and coordinate the processes set up

students are aware of the Data Protection Principles as set out in ~~point~~ ^{part} above, in particular, the requirement to obtain the data subject's freely given, specified, informed and unambiguous ~~consent~~ ^{consent} where appropriate.

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6.6 Request for Information by Law Enforcement Agencies

- 40 days after the announcement of the results OR
- Five months from the receipt of the request, the fee and all reasonably required information

Unless students are informed in advance and given the chance to opt out, the publication of exam results in an identifiable format either online or in a publicly accessible area of the University would not be acceptable under the requirements of the Act and this Policy. Students should be informed as early as possible in the academic year what the procedure will be for accessing their examination results.

7. Complaints

The Legal & Compliance Manager will coordinate any complaints received in respect of this policy.

- The complaint should be addressed to the Legal & Compliance Manager the first instance. The complaint will be acknowledged immediately and every reasonable effort will be made to offer a more comprehensive reply within 21 days.
- If the applicant is not satisfied with the reply then they should inform the Legal & Compliance Manager within 21 days. The complaint will then be forwarded to the Head of Governance Services and will be dealt with in accordance with the University's Staff & General Complaints Procedure or the University's Student Complaints Procedure as appropriate.

If applicants are dissatisfied with the outcome of the Complaints Procedure, they may seek an independent review from the Information Commissioner. Requests for review by the Information Commissioner should be made in writing to:

The Information Commissioner
 2nd Floor
 Churchill House
 Churchill Way
 Cardiff CF10 2HH

Tel: 02920 678 400

8. Contacts

Legal & Compliance Manager,
 Governance Services
 Bangor University
 College Road
 Bangor
 Gwynedd LL57 2DG

Tel: (01248) 38525

Email: info-compliance@bangor.ac.uk

9. Relevant Legislation, Codes of Practice and Industry Standards

- Data Protection Act 2018
- General Data Protection Regulation
- Counter Terrorism and Security Act 2015

- Freedom of Information Act 2000
- Limitation Act 1980

10. Related Policies and Procedures

Other relevant University policies include, but are not limited to:

- Records Management Policy
- Freedom of Information Policy
- Information Security Policy
- Procedures for the Management of a Suspected Data Security Breach
- Guidance on the Destruction of Records Containing Confidential Data
- Prevent Policy
- Higher Education Statistics Agency (HESA) Section Notices for Students and Staff
- CCTV Code of Practice

Staff should not feel pressurised to disclose information "on the spot", as it is very rare that the police or agencies require the information urgently (although such circumstances are dealt with in Section 4 below).

3. Governance Services Procedures

[a] Police Requests

All police forces have standard forms which must be used to request personal information from Bangor University, in accordance with guidance issued by the Association of Chief Police Officers. The form must certify that the information is required for an investigation concerning national security, the prevention or detection of crime or the apprehension or prosecution of offenders, and that the investigation would be prejudiced by a failure to disclose the information. All requests from the police (apart from emergency requests, which are dealt with at section 4. below,) should be received on a data protection form, should clearly state all the information being requested and should be signed and dated by an officer of the rank of Sergeant or above.

[b]

2. Authorisation and / or advice should be sought from the Campus Services Manager (Security) or Deputy.
3. Where the request isn't straightforward, or the information isn't easily located the Campus Services Manager (Security) or Deputy may seek advice from the Head of Governance Compliance.
4. Once the release of information or images is authorised the Security Team Leader or Assistant should note in the security log the exact circumstances of the request, the name, rank and number of the requesting Police Officer. This information should be forwarded to the Legal & Compliance Assistant as soon as practicably possible.
5. If information / images are released in emergency circumstances Governance Services will ensure that the request is followed up with a formal written request from the relevant law enforcement agency, either by supplying a data protection form or a letter on headed paper appropriately authorised.