

# THE QUEEN'S FOUNDATION

## Data Protection

The 1998 Data Protection Act is designed to protect the rights of individuals concerning information or personal data held about them. For the purposes of training, it is necessary for the Foundation to hold a certain amount of data in both written and electronic form on all current students.

1. The Queen's Foundation is committed
  - a. to keeping all data held accurate and up-to date,
  - b. to keeping this information secure and only accessible to core Foundation academic and administrative staff and the individuals concerned, (the office in which files are stored will be locked when no personnel are present).
  - c. to keeping the amount of information held to a necessary minimum and only for the time deemed necessary,
  - d. to protecting the rights of any third parties involved and
  - e. to not disclosing any information on any individual to any third party outside the Foundation without prior written consent of the individual concerned
  - f. to respect and comply with individual's right to subject access to any data held on them by the Foundation.
  
2. The data held by the Foundation during the period of training normally includes
  - a. necessary personal data, i.e. names, addresses etc. as given on students' application form and acceptance letters.
  - b. selection conference reports,
  - c. end of year reports written and agreed with students during their time of training, along with self assessment forms used to compile the end of year reports.
  - d. all correspondence with Ministry Division, sponsoring Bishops, DDOs, Formation in Ministry, Chair of Districts, Secretary for Training and Synod Moderators.
  - e. all correspondence and reports relating to support and development during training
  - f. academic records
  - g. financial data.
  
3. Data listed under 2. will be kept by the Foundation until an individual has completed their initial ministerial training. After this period, this will be reduced to a minimum necessary
  - a. to maintain contact between the Foundation and former members,
  - b. to provide necessary academic and personal references requested,
  - c. to co-operate with the legal authorities in the investigation of any allegation relating to criminal activity,
  
4. The Foundation is committed to complying with the 1998 Data Protection Act with regard to individual's right to subject access within a period of 40 working days. Requests for subject access should be addressed to the Principal in writing.

The Foundation is committed to promoting a policy of 'good practice' by drawing on the experience of other organisations, reflecting carefully on current practice, fostering a positive attitude towards the careful and sensitive handling of personal data, and encouraging all those involved in data processing to monitor the distribution of information, and to inform the Principal of any serious breach of this policy.

Universities who validate our programmes as public bodies are subject to the Freedom of Information Act 2000. The Queen's Foundation may have to provide data to the relevant

University should they receive a legitimate FOI request that concerns Queen's students who are on their programmes, this is likely to be summarised anonymous data.<sup>1</sup>

Queries with regard to the Foundation's Data Protection Policy should be addressed to the Data Protection Officer: The Academic Registrar.

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<sup>1</sup> Amended 14<sup>th</sup> December 2015