

# DATA PROTECTION POLICY

## 1.0 Introduction

This Data Protection Policy is aligned to the Data Protection Act 1996, (Act no. I-1374), which applies to all personal data, which is either held electronically or in a manual filing system.

“Mylandijos Verslo Institutas” is committed to a policy of protecting the rights and freedoms of individuals with respect to the possession of their personal data. This includes students, graduates, employees and others. All data in this respect will only be processed in accordance with this policy.

## 2.0 Principles

All data users must comply with the following principles in terms of how data can be legally processed, where processed in this sense includes obtaining, recording, holding or storing information and carrying out any operations on the data, including adaptation, alteration, use, disclosure, transfer, erasure, and destruction.

1. Personal data shall be processed fairly and lawfully.
2. Personal data shall be held only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is processed.
4. Personal data shall be accurate and where necessary kept up to date.
5. Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose.
6. Personal data shall be processed in accordance with the rights of data subject under the Data Protection Act 1996.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of the data.
8. Personal data shall not be transferred to a country or a territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

### **3.0 The college Responsibilities**

“Mylandijos Verslo Institutas” staff have a responsibility to ensure compliance with the Act and this Code, and to develop and encourage good information handling practices, within their areas of responsibility. All users of personal data within “Mylandijos Verslo Institutas” have a responsibility to ensure that they process the data in accordance with the eight Principles and the other conditions set down in the Data Protection Act.

### **4.0 Student Responsibilities**

The use of personal data by students is governed by the following

- A student should only use personal data for a college-related purpose with the knowledge and express consent of an appropriate member of “Mylandijos Verslo Institutas” staff.
- The use of college-notified personal data by students should be limited to the minimum consistent with the achievement of academic objectives. Wherever possible data should be de-personalised so that students are not able to identify the subject.

Use of personal data by students is subject to the regulations set out below. The “Mylandijos Verslo Institutas” policy and regulations are based on the principle that students must only use personal data under the guidance of a member of “Mylandijos Verslo Institutas” staff. A breach of these regulations is an offence against “Mylandijos Verslo Institutas” discipline.

1. Students must not construct or maintain files of personal data for use in connection with their academic studies/research without the express authority of the appropriate member of staff.
2. When giving such authority, the member of staff shall make the student aware of the requirements of the Data Protection Act and of the appropriate level of security arrangements which attach to the particular set of personal data.
3. Students must abide by the Data Protection Principles and follow the instructions of the College in relation to any uses of personal data notified by the College.

### **5.0 Access to Data**

Under the Act, individuals have the right to access personal data held about them by “Mylandijos Verslo Institutas”. A record will be kept of all individuals’ requests and access to personal information/data.

## **6.0 Retention of Data**

Personal data will only be kept by “Mylandijos Verslo Institutas” for the time necessary to perform the process for which it was collected.

## **7.0 Data Transfer**

When personal data are transferred internally the recipient must only process the data in a manner consistent with “Mylandijos Verslo Institutas” Notification and the original purpose for which the data was collected.

Personal data can only be transferred out of the European Economic Area under certain circumstances. The Act lists the factors to be considered to ensure an adequate level of protection for the data and some exemptions under which the data can be exported. Information published on the Web must be considered to be an export of data outside the EEA.

## **8.0 Data Security**

All “Mylandijos Verslo Institutas” users of personal data must ensure that all personal data they hold is kept securely. They must ensure that it is not disclosed to any unauthorised third party in any form either accidentally or otherwise.