

STATEMENT ON DATA PROTECTION

The University collects, processes, stores and -in limited circumstances- shares information containing personal data. These activities are regulated by the provisions of the Data Protection Act and the University's notification (registration) to the Information Commissioner under the Act. (See <http://www.informationcommissioner.gov.uk/> for more detail). In particular, the University requires all persons handling personal data on its behalf to adhere to the data protection principles as follows:

Personal data shall be

- processed fairly and lawfully
- used only for specified lawful purposes;
- adequate, relevant and not excessive;
- accurate and up-to-date;
- not kept longer than necessary;
- processed in accordance with the data subject's rights;
- kept secure – with due regard to privacy and confidentiality of the data subject;
- transferred outside the UK only after regard to the adequacy of data protection in the recipient state has been addressed.

Staff of the University have a responsibility to ensure that data processing is undertaken lawfully and any new processing or any changes in processing of personal data that takes place must be notified to the University Secretary's Office (below) to ensure that such changes or new processing is in accordance with the University's notification to the Information Commissioner.

The University does not sell or otherwise make available its databases to commercial organisations and only makes available personal data to other bodies in accordance with the law.

Whilst most personal data will have been obtained from the data subject directly, the University adheres to the statutory obligation to make personal data it holds about an individual available to that person following a written request and payment of the statutory fee. If you wish to have a copy of your personal data held by the University, please write to the University Secretary, Wulfruna Street, Wolverhampton WV1 1SB enclosing a cheque for £10 payable to the University of Wolverhampton and once payment has been received and identity has been verified, copies of the personal data will be released to you within the maximum 40 day time period allowed.

It is not necessary to use the above process merely to effect changes to your personal data. It is in the mutual interests of the data subject and the University that information such as name or address changes are kept up-to-date and the University encourages written notification of any such changes to ensure information is both accurate and kept up-to-date.