## PERSONAL INFORMATION PROMISE

## I, Dave Linnell, CEO and Principal on behalf of Cornwall College promise that we will:

- 1. value the personal information entrusted to us and make sure we respect that trust;
- 2. go further than just the letter of the law when it comes to handling personal information, and adopt good practice standards;
- 3. consider and address the privacy risks first when we are planning to use or hold personal information in new ways, such as when introducing new systems;
- 4. be open with individuals about how we use their information and who we give it to;
- 5. make it easy for individuals to access and correct their personal information;
- 6. keep personal information to the minimum necessary and delete it when we no longer need it:
- 7. have effective safeguards in place to make sure personal information is kept securely and does not fall into the wrong hands;
- 8. provide training to staff who handle personal information and treat it as a disciplinary matter if they misuse or don't look after personal information properly;
- 9. put appropriate financial and human resources into looking after personal information to make sure we can live up to our promises;

and

10. regularly check that we are living up to our promises and report on how we are doing.

Signed: Dand Linnell

Date: 22 August 2012

Dave Linnell, CEO and Principal, Cornwall College

