1. **Introduction**

This is the Data Protection policy & Data Selling for the NETSCC users and forms part of the Wessex Institute’s Information Governance Framework for the IT renting equipment site (IRE).

The IRE site needs to collect personal information about the people we work with in order to operate efficiently. These include individual members of the company and those booking on behalf of another individual within the company, both current and past for auditing purposes subject to deletion.

IRE considers that the correct treatment of personal data is integral to our successful operation and to maintaining the trust of the persons we deal with. We fully appreciate the underlying principles of GDPR (personal information must be handled properly under GDPR 2016) and support and adhere to its provisions.

1. **Scope**

IRE is intended for the use of internal personnel only where we already abide by to GDPR and Distance Selling. The site will only ask for a person’s name and items needed for said date. The names will already be on the record and will be used only for exchanging items on the day of request and for follow up in the event of misplaced items.

Under GDPR, a data controller is a ‘person’ who decides the purposes for which and manner in which any personal data are processed. They must be a ‘person’ recognised in law so they can be individuals (for example, self-employed consultants) or organisations.

A data processor is the ‘person’ (or organisation) who processes the data on behalf of the data controller.

1. **Policy Principles**
2. **Data protection principles**

IRE will comply with the six enforceable data protection principles (GDPR Article 5) by making sure that personal data is:

1. processed lawfully, fairly and in a transparent manner in relation to individuals;
2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes, apart from as permitted for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes that are not incompatible with the initial purposes;
3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. accurate and, where necessary, kept up to date;
5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; and
6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
7. **Individuals’ rights**

These are:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to restrict processing
5. The right to object
6. Rights in relation to automated decision making and profiling.

Under the public task basis the rights to erasure and data portability are not applicable.

1. **Roles and responsibilities**
   1. **IRE** will:

* Ensure that there is always one person with overall responsibility for data protection in the organisation, currently the IT department within NETSCC.
* Ensure appropriate training is provided for all members of Wessex Institute staff.
  1. **The Data Protection responsible officer** will:
* Maintain the currency of this policy and associated guides and procedures.
* Promote awareness of the GDPR throughout the organisation.
  1. **Employees** will, through appropriate training and responsible management:

**Document Revision Information**

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