



Data Protection Policy

Date: February 2016

Version: 1.1

Policy Title	Data Protection Policy
Policy Number:	POL 001
Version	1.1
Policy Sponsor	Director of Business Support
Policy Owner	Head of ICU / ICT
Committee	Business Support Committee.
Date Approved	February 2016
Date Screening Documentation Signed	1 February 2016
Date Set For Review	Every 3 years. Next review 2019
Related Policies	Freedom of Information Policy Staff Acceptable Use Policy Information Security Policy Privacy Statement Internet Security Policy Information Technology Security Policy Network Security Policy Server Security Policy Records Management Policy

Document / Version History: Summary of Changes form Version 1

Version	Status	Revision Date	Summary of Changes	Author
V 1.01	Draft	22/06/2015	1. Standard policy template applied 2. Section 4 - updated 3. Section 1.1 - minor changes to text 4. Section 2.1 - minor changes text 5. Section 3 – revised text replaces Responsibilities Section in v1	L Given
V1.02	Draft	14/12/2015	Amended as per DC comments	L Given
V1.03	Draft	13/12/2016	Sections 5.1 and 5.2 amended as per SMT comments	L Given

Data Protection Policy

1. Introduction

1.1 The Data Protection Act 1998 (the Act) regulates how personal information¹ can be processed² by organisations and gives individuals specific rights regarding personal information organisations may hold about them. Libraries NI is committed to ensuring that it takes all reasonable steps to meet its responsibilities under the terms of the Act and to promote good practice in the processing of personal information.

2. Purpose

2.1 The purpose of this policy is to ensure that the personal information Libraries NI processes as it carries out its business is dealt with properly and within the terms of the Act. It sets out how Libraries NI will implement its commitment to protecting the personal information it holds.

3. Policy

3.1 Libraries NI will meet the requirements of the Act by ensuring that personal information is:

- fairly and lawfully processed
- obtained and processed for limited, specified and lawful purposes
- adequate, relevant and not excessive
- accurate
- not kept longer than is necessary
- processed in accordance with the individual's rights
- secure
- not transferred to countries outside the European Economic Area without adequate protection.

Libraries NI will notify the Information Commissioner's Office (ICO) that it processes personal information ensuring that details of the purposes for which it is permitted to process personal information are listed on the Register of Data Controllers on the ICO web site.

3.2 Libraries NI will promote data protection good practice by:

- informing all staff of their responsibilities under the Act
- ensuring all staff who process personal information are appropriately supervised and trained

¹ **Personal Information:** Information, from which living individuals can be identified, that is held on a relevant filing system, accessible record or computerised record in any format (e.g. paper, electronic, digital, audio, image).

² **Processing:** obtaining, recording or holding personal information or carrying out any operation on the personal information including organising, adapting, altering, retrieving, consulting, using, disclosing, disseminating, aligning, blocking, erasing or destroying the data.

- putting in place procedures to ensure that enquiries regarding personal information are dealt with promptly and in accordance with the Act
- monitoring procedures for compliance and effectiveness regularly
- assessing and evaluating methods of processing personal information regularly
- providing a point of contact for advice and assistance with Data Protection issues
- confirming that partners who process personal information on behalf of Libraries NI will abide within the requirements of the Act
- implementing data sharing protocols when required to share personal information with other organisations

3.3 Libraries NI will ensure that individuals are given their rights under the Act including:

- the right to obtain a copy of their personal information, except in limited circumstances, from Libraries NI
- the right to ask Libraries NI not to process personal information where it causes substantial unwarranted damage to them or anyone else

4. Authority

Policy Sponsor: The Director of Business Support

Policy Owner: The Head of ICU / ICT Services

Policy Contact: The Records Management Officer

5. Related Documents

5.1 Policies

- Freedom of Information Policy
- Staff Acceptable Use Policy
- Information Security Policy
- Privacy Statement
- Internet Security Policy
- Information Technology Security Policy
- Network Security Policy
- Server Security Policy
- Records Management Policy

5.2 Procedures

- Data Protection: Procedure for Handling Requests for Personal Data
- Procedure for the Use of Closed Circuit Television

5.3 Guidelines (guidance)

- Information Requests: Staff Guidance

6. Monitoring and Review Date

This policy will be monitored on an on-going basis for compliance and will be reviewed every three years.