



Data Protection Policy

Introduction

The Lir Academy needs to collect and use personal data (information) for a variety of purposes about its staff, students and other individuals who come in contact with the Academy. The purposes of processing data include the organisation and administration of courses, examinations, research activities, the recruitment and payment of staff and compliance with statutory obligations. Data Protection legislation safeguards the privacy rights of individuals in relation to the processing of personal data. The Data Protection Act 2018 confers rights on individuals as well as responsibilities on those persons processing personal data. Personal data, both automated and manual, are data relating to a living individual who is or can be identified, either from the data or from the data in conjunction with other information.

Purpose of this policy

This policy is a statement of The Lir's commitment to protect the rights and privacy of individuals in accordance with the Data Protection legislation.

Principles of data protection legislation

The Lir Academy undertakes to perform its responsibilities under the legislation in accordance with the eight stated data protection principles outlined in the Acts as follows.

1. Obtain and process information fairly

The Lir Academy will obtain and process personal data fairly in accordance with the fulfilment of its functions and its legal obligations.

2. Keep it only for one or more specified, explicit and lawful purposes

The Lir Academy will keep data for purposes that are specific, lawful and clearly stated and the data will only be processed in a manner compatible with these purposes.

3. Use and disclose it only in ways compatible with these purposes

The Lir Academy will only use and disclose personal data in ways that are necessary for the purpose/s or compatible with the purpose/s for which it collects and keeps the data.

4. Keep it safe and secure

The Lir Academy will take appropriate security measures against unauthorised access to, or alteration, disclosure or destruction of the data and against their accidental loss or destruction. The Lir Academy acknowledges that high standards of security are essential for processing all personal information.

5. Keep it accurate, complete and up-to-date

The Lir Academy will have procedures that are adequate to ensure high levels of data accuracy and completeness and to ensure that personal data is kept up to date.

6. Ensure that it is adequate, relevant and not excessive

Personal data held by The Lir Academy will be adequate, relevant and not excessive in relation to the purpose/s for which they are kept.

7. Retain it for no longer than is necessary for the purpose or purposes

The Lir Academy will have a defined policy on retention periods for personal data and appropriate procedures in place to implement such a policy.

8. Give a copy of his/her personal data to that individual, on request

The Lir Academy will have procedures in place to ensure that data subjects can exercise their rights under the data protection legislation.

Responsibility

The Lir Academy has overall responsibility for ensuring compliance with data protection legislation where it is the controller of personal data. However all employees and students of The Lir Academy who collect and/or control the contents and use of personal data are individually responsible for compliance with the data protection legislation. The Lir Academy will provide support, assistance, advice and training to all departments, offices and staff to ensure it is in a position to comply with the legislation.

Review

This policy will be reviewed regularly in light of any legislative or other relevant indications.