



## Data Protection Policy (FX Plus)

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This document sets out the policy for ensuring that Falmouth Exeter Plus (FX Plus) apply appropriate measures to comply with the six principles of the Data Protection Act 2018 ("DPA") and the UK General Data Protection Regulation ("UK GDPR") and so meet our statutory requirements and mitigate against penalties applied under the regulations.

### 1. Key Facts

No.	Clause(s)	Description
1	8.2 & 8.3	All FX Plus workers, whether permanently employed, agency, contracted or volunteering, mGS9 g1r6.33 571.92 391.9 46 reW*nBQ

6. Role of FX Plus

- 6.1 FX Plus needs to process certain personal data about staff and students to fulfil its purpose and to meet its legal obligations to funding bodies and the government.
- 6.2 FX Plus regards the lawful and correct treatment of personal information as very important to successful operations and to maintaining the confidence of those with whom we deal. We will always do our utmost to ensure that our organisation treats personal information lawfully and correctly. To this end we fully endorse and adhere to the Data Protection Principles as specified in the current Data Protection legislation.
- 6.3 FX Plus is required to process personal data including, but not limited to, information about staff and students of both Falmouth University and the University of Exeter and other individuals, as a Data Controller in its own right, and as a Data Processor for

## 9. Persons who provide personal data to FX Plus

9.1 Everyone who provides personal data to FX Plus is responsible for ensuring adherence to the Data Protection Principles, especially regarding accuracy and, in the case of third parties providing the personal data of others, the right to disclose this personal data.

## 10. Release of data to Emergency Services

10.1 Staff receiving requests from emergency services must consider the implications of responding to the request, especially in Out of Hours timeframes. During standard working hours, the relevant Data Protection team can be contacted on the following email addresses:

Falmouth Exeter Plus: [dataprotection@fxplus.ac.uk](mailto:dataprotection@fxplus.ac.uk)

Falmouth University: [ig@falmouth.ac.uk](mailto:ig@falmouth.ac.uk)

University of Exeter: [dataprotection@exeter.ac.uk](mailto:dataprotection@exeter.ac.uk)

10.2 If there is RISK TO LIFE, data should be passed on promptly, and the Data Protection Officer informed by email to [dataprotection@fxplus.ac.uk](mailto:dataprotection@fxplus.ac.uk) so that this may be recorded. Detail the information released, who it was released to (including badge numbers where applicable), and the reasons given for the release. This may include the ambulance, fire, police, or coastguard services.

10.3 If the Police require information to assist them in a criminal investigation, they must supply a section notice (Form 277, or DPA) which includes the specifics of the data they require, their reason for requiring it, and a case reference number. Devon and Cornwall Constabulary can be referred to the Exeter Headquarters data protection team if they are unable to comply with this. Other forces operate similar documentation, although they may refer to it in different terms. Ensure a copy is sent to [dataprotection@fxplus.ac.uk](mailto:dataprotection@fxplus.ac.uk) for recording.

10.4 If the data requested relates to a university student or member of staff, then the release of information must be approved by the University Information Governance team (unless a "risk to life" scenario, where notification will suffice).

## 11. Specific Responsibilities

It is the responsibility of the Data Protection Officer to:

11.1 Inform and advise FX Plus and its employees about their obligations to comply with the Data Protection legislation.

data always to comply with

12. Equality Impact Assessment

12.1 The author has confirmed whether an Equality Impact Assessment is required and confirms that:

An Equality Impact Assessment is not required.

An Equality Impact Assessment is required and has been completed.

13. Contact for Further Information

13.1 Data Protection Officer, [dataprotection@fxplus.ac.uk](mailto:dataprotection@fxplus.ac.uk)