



Data Protection

This page provides an overview of the following data protection topics and links to sources of further information.

Legislation

Data protection legislation sets out rules and standards for the use and handling ('processing') of information ('personal data') about living identifiable individuals ('data subjects') by organisations ('data controllers').

The law applies to organisations in all sectors, both public and private. It applies to all electronic records as well as many paper records. It doesn't apply to anonymous information or to information about the deceased.

Until 24th May 2018, the legislation in the UK is the [Data Protection Act 1998](#) (DPA 1998). From 25 May 2018, this will be replaced by the [EU General Data Protection Regulation \(GDPR\)](#), coupled with a new Data Protection Act that supplements the GDPR in specific ways. All of the legislation is based around the notions of principles, rights and accountability obligations. The legislation is regulated in the UK by the [Information Commissioner's Office](#) (ICO) as well as the courts.

According to the ICO website, the Academy, as a not-for-profit organisation does not have to be registered ICO. Further details regarding necessary registrations can be found [here](#). The Academy will maintain at all times very strict approach to your data and any information held.

Principles

Data controllers processing personal data must follow - and be able to demonstrate that they are following - the data protection principles.

Under the GDPR, there are six principles. Personal data must be processed following these principles so that the data are:

1. Processed fairly, lawfully and transparently - and only if there is a valid 'legal basis' for doing so
2. Processed only for specified, explicit and legitimate purposes
3. Adequate, relevant and limited
4. Accurate (and rectified if inaccurate)
5. Not kept for longer than necessary
6. Processed securely - to preserve the confidentiality, integrity and availability of the personal data

Privacy notices

An important aspect of complying with data protection legislation is being open and transparent with individuals about how their personal data will be used. The supply of this information - through documents variously known as 'privacy notices', 'data protection statements', 'data collection notices', 'privacy policies' and numerous other interchangeable terms - takes places in numerous targeted ways depending on the context of the interaction with the individual. Academy's core privacy notices are available at the bottom of this page.

Rights

Under the GDPR, data subjects are given various rights:

- The right to be informed of how their personal data are being used - this right is usually fulfilled by the provision of 'privacy notices' as described above
- The right of access to their personal data - accessing personal data in this way is usually known as making an 'access request'
- The right to have their inaccurate personal data rectified
- The right to have their personal data erased where appropriate - known as the right to be forgotten

- The right to restrict the processing of their personal data pending its verification or correction
- The right to receive copies of their personal data in a machine-readable and commonly-used format - known as the right to data portability
- The right to object: to processing (including profiling) of their personal data that proceeds under particular legal bases; to direct marketing; and to processing of their data for research purposes where that research is not in the public interest
- The right not to be subject to a decision based solely on automated decision-making using their personal data

A response to a rights request needs to be sent within one month. However, nearly all of these rights are qualified in various ways and there are numerous specific exemptions. These rights build upon and strengthen rights previously given to data subjects under the DPA 1998.

Accountability obligations

Data protection legislation imposes certain accountability obligations on all data controllers. Under the GDPR, the main obligations for large data controllers include: implementing policies, procedures, processes and training to promote 'data protection by design and by default'; carrying out systematic Data Protection Impact Assessments (DPIAs); documenting and reporting personal data breaches both to the ICO and the affected data subjects; appointing an independent Data Protection Officer to advise on and monitor compliance. We recognise that the Academy will not be categorised as a large data controller but we have still taken steps to promote strict data protection rules and regulations across our organisation.

Data breaches

One of the most important accountability obligations concerns personal data breaches - that is, personal data held by the AFMS is lost, stolen, inadvertently disclosed to an external party, or accidentally published. If a personal data breach occurs, this should be reported immediately to the Academy's office.

If the breach is IT-related in any way, Academy's IT consultants, [Quick Innovations Ltd.](#)

Remedial work can then be done so that the breach can be contained. On occasion, we need to report breaches to relevant external authorities, including the ICO, within a short timeframe.

Policy

The Academy's Data Protection Policy was approved by the Academy on 24th May 2018.

How we use your personal information

1. Why have I been directed to this webpage?

The general information published on this page is intended to supplement the specific information that you have already been given in connection with your engagement with a particular service, facility, event or initiative run by the Academy. You may have been directed here, for example, because you have signed up to attend an event aimed at prospective students or members of the public or because you have signed up to attend a course run by the Academy.

The below information – which we are obliged to supply you with – is the same for many such situations, and we thought it would be helpful to have it one place.

2. Who will process my personal information?

The information published here applies to the use of your personal information by Academy of Forensic Medical Sciences (<http://www.afms.org.uk/>).

You have already been told about the specific purposes for which we process your personal information and the legal basis for that processing. Unless you have already been told otherwise, there is no statutory or contractual requirement to supply us with any of your personal information, and we will not use it to carry out any automated decision-making that affects you. If we asked for your consent to use your personal information, you can withdraw this at any time.

3. How can I access my personal information?

Under data protection legislation an individual has the right to access the information that an organisation holds about them. Accessing personal data in this way is known as making an access request. (Subject access requests are different to requests submitted under F.O.I. legislation, which relate to information about the organisation itself.)

You are entitled:

- to be informed whether your personal data are being processed by the Academy
- to be sent a copy of your personal data (normally as of the date of receipt of your request), subject to any applicable exemptions and the removal of other people's personal data as appropriate
- to be sent certain information about your personal data

Your data subject access request to the Academy may be submitted in whatever format you wish, but please be advised that for your request to be processed satisfactorily, it will have to include the following information: title, surname, forename(s), address, telephone number, email address, other name by which you have been known, if applicable, relationship to the Academy of Forensic Medical Sciences and a description of your request.

On receipt of your request, the Academy Office will reply with a response. If, on receipt of our response, you consider that the Academy has not dealt correctly with your request, please email info@afms.org.uk. If you are still not satisfied, you should contact the [Information Commissioner's Office](#).

Exercising other data protection rights

Under data protection legislation an individual has various other rights (see above). These rights requests may be submitted in whatever format you wish, but we recommend that you email info@afms.org.uk to help us give a timely response to your request.

You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to

object to processing or to receive an electronic copy of the personal information you provided to us.

5. Who can I contact?

If you have any questions about how your personal information is used, or wish to exercise any of your rights, please consult the above policy. If you need further assistance, please contact the Academy office on: info@afms.org.uk.

6. How do I complain?

If you are not happy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/>.

7. Are changes made to this webpage?

This webpage was last updated in May 2018. It is reviewed when necessary and at least annually. Any changes will be published here.