



**WILLIAMS**  
COLLEGE  
CANARY WHARF | LONDON

# Data Protection Policy

<b>LAST REVIEW</b>	06/10/2023
<b>NEXT REVIEW</b>	06/10/2024
<b>VERSION NUMBER</b>	2.0
<b>LAST UPDATED BY</b>	ST

**Introduction:**

- Williams College Ltd is committed to protecting the privacy and security of personal information in accordance with applicable data protection laws, including the General Data Protection Regulation (GDPR) in the European Union and the Data Protection Act 2018 in the United Kingdom.

**Scope:**

- This Data Protection Policy applies to all personal information processed by Williams College Ltd in the course of its operations, including information collected from students, staff, clients, and other individuals.

**Principles:**

- **Lawfulness, Fairness, and Transparency:** We process personal information lawfully, fairly, and transparently, ensuring individuals are informed about how their data is processed.
- **Purpose Limitation:** We collect and process personal information for specified, explicit, and legitimate purposes and do not process it in a manner incompatible with those purposes.
- **Data Minimization:** We only collect and process personal information that is adequate, relevant, and limited to what is necessary for the purposes for which it is processed.
- **Accuracy:** We take reasonable steps to ensure personal information is accurate and kept up to date, and we rectify or erase inaccurate or incomplete information promptly.
- **Storage Limitation:** We retain personal information for no longer than necessary for the purposes for which it is processed, and we implement appropriate retention periods.
- **Integrity and Confidentiality:** We ensure the security of personal information by implementing appropriate technical and organizational measures to protect against unauthorized access, disclosure, alteration, or destruction.
- **Accountability:** We demonstrate compliance with data protection laws by implementing appropriate policies, procedures, and documentation, and by maintaining records of our processing activities.

**Responsibilities:**

- The Data Protection Officer (DPO) is responsible for overseeing compliance with data protection laws, providing advice and guidance on data protection matters, and acting as a point of contact for data subjects and supervisory authorities.
- All employees and contractors are responsible for complying with this Data Protection Policy, protecting personal information, and reporting any breaches or concerns to the DPO.

**Data Subject Rights:**

- Data subjects have the right to access, rectify, erase, restrict processing, object to processing, and data portability regarding their personal information. Requests should be made in writing to the DPO.

**Data Breach Notification:**

- In the event of a personal data breach, Williams College Ltd will notify the relevant supervisory authority and affected data subjects without undue delay, where feasible, and in accordance with applicable laws and regulations.

**ICO Registration:**

- Williams College Ltd is registered with the Information Commissioner's Office (ICO) as a data controller. Our registration number is C1408351.

**Training and Awareness:**

- Williams College Ltd provides regular training and awareness programs to employees and contractors to ensure they understand their obligations under data protection laws and this Data Protection Policy.

**Review and Update:**

- This Data Protection Policy is reviewed and updated regularly to ensure ongoing compliance with data protection laws and best practices.

**Contact Information:**

- For inquiries or concerns regarding data protection matters, please contact the Data Protection Officer at [hoa@williamscollege.uk](mailto:hoa@williamscollege.uk)

By implementing this Data Protection Policy, Williams College Ltd demonstrates its commitment to protecting the privacy and security of personal information in accordance with applicable data protection laws.