**DATA PROTECTION ACT 1998**

**EMPLOYEE DATA PROCESSING AGREEMENT**

The Data Protection Act 1998 came into force on 1 March 2000. The Act works in two ways. Firstly, it states that anyone who processes personal information must comply with eight principles, which make sure that personal information is:

* Fairly and lawfully processed
* Processed for limited purposes
* Adequate, relevant and not excessive
* Accurate and up to date
* Not kept for longer than is necessary
* Processed in line with the individual’s rights
* Secure
* Not transferred to other countries without adequate protection

The second area covered by the Act provides individuals, referred to as data subjects, with important rights, including the right to find out what personal information is held on computer and most paper records.

The Information Commissioner oversees compliance with the Act in England, Wales and Northern Ireland.

The University of Manchester is a registered data controller with the Information Commissioner. The University determines the purpose for which and the manner in which any personal data controlled by the University is processed.

Personal data is defined as data that relates to living individuals who can be identified from those data or from those data and other information which is in the possession of, or likely to come into the possession of the data controller.

Processing personal data includes obtaining, recording or holding or carrying out any operation or set of operations on the personal data.

As an employee of the University you will be the recipient of personal data, both electronic and manual, which will be disclosed to you during the course of your duties. You will be required to process all personal data at all times in accordance with the eight principles of the Data Protection Act and to only process personal data for the purpose and in the manner instructed by the University.

You must only access personal data if you are legitimately required to do so in order to perform your duties as an employee of the University. You must never disclose personal data to a third party without authorisation from the University.

Agreement: As an employee of The University of Manchester, I agree to process personal data in accordance with the eight principles of the Data Protection Act 1998 and in accordance with the instructions of my employer, The University of Manchester.

Signed………………………………………………….. Date…………………………………………………………

Details of post……………………………………………………………………………………………………………

Details of line manager……………………………………………………………………………………………..