

Standard Operating Procedure

Title:	Processing sensitive personal data		
Version:	1.0	Effective Date	tbc
Summary	Description of the procedure for ...		

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4 Contact for queries related to this procedure

Role	Name	Telephone	Email
Records Manager	Alan Carter	0161 275 8111	Alan.Carter@manchester.ac.uk

Document control box	
Procedure title:	Standard Operating Procedure - Processing sensitive personal data
Version:	
Date approved:	
Approved by:	
Supersedes:	
Next review date:	
Related policies and procedures:	Data Protection Policy Data Protection Standing Operating Procedures
Related guidance and / or codes of practice:	Data Protection Guidance
Related information:	ICO guidance on conditions for processing sensitive personal data
Policy owner:	Data Protection Officer (Martin Conway)
Procedure owner:	Records Manager (Alan Carter)