

Policy and Procedure

European College of Polytechnics



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European College of Polytechnics

Data Protection Policy

I. Compliance

- (1) The European College of Polytechnics (ECP) adheres to the principles of data protection as outlined in the EU General Data Protection Regulation (GDPR). The GDPR mandates a higher level of transparency and accountability in the handling of personal data, enhancing the rights of individuals to control their own information. This policy underscores ECP's commitment to safeguarding the personal data of its community, including students, staff, and other stakeholders, aligning with both the GDPR and the relevant Estonian laws.
- (2) This policy is binding for all individuals associated with ECP, including employees, students, and contractors. External partners and third-party service providers engaged with ECP are also required to comply with this policy, ensuring the confidentiality and integrity of personal data.

II. Purpose

- (3) ECP processes personal data for various operational needs, such as staff recruitment and remuneration, academic administration, student enrolment, and legal compliance with educational and governmental bodies. The GDPR obligates ECP to handle this information responsibly, ensuring fairness, security, and lawful processing.

III. Responsibilities

- (4) ECP oversees the processing of personal data within the ECP. The Data Protection Officer (DPO), appointed by ECP, is responsible for monitoring compliance with data protection laws, addressing inquiries, and ensuring data security. The appointed governance body oversees the implementation and adherence to this policy.

IV. Data Protection Principles

- (5) ECP commits to the GDPR's principles by ensuring personal data is: processed lawfully, fairly, and transparently; collected for specified, explicit, and legitimate purposes; adequate, relevant, and limited to what is necessary; accurate and kept up-to-date; retained only as long as necessary; processed in a manner that ensures appropriate security.

V. Disclosure of Data

- (6) ECP limits the disclosure of personal data to circumstances where it is legally permitted or required, or when the individual has provided explicit consent. Legitimate disclosures may include academic purposes, legal obligations, or for the protection and security of the ECP community.

VI. Publication of Information

- (7) ECP may publish certain personal data for academic or promotional purposes. Individuals have the right to opt out of such publications, and ECP provides mechanisms for individuals to exercise this right.

VII. Email Communication

- (8) ECP recognises that email communications may be subject to data protection and freedom of information laws. A disclaimer will be included in ECP's email system to inform users of this possibility.

VIII. CCTV Surveillance

- (9) ECP may employ CCTV surveillance for security purposes, compliant with GDPR and Estonian laws. The use of CCTV footage is strictly regulated, ensuring the privacy rights of individuals are respected.

IX. Monitoring and Reviewing

- (10) This policy is subject to regular reviews and updates to ensure it aligns with the latest changes in legislation and best practices in data protection. Additionally, it should be read in conjunction with other relevant policies, such as documentation retention policies, to provide a comprehensive understanding of our data management protocols.