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| Data protection |  | |
| Personal data collection | | |
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Under the General Data Protection Regulation and other relevant legislation, whenever personal data is collected, individuals must be given certain information about how it will be processed and if shared, with whom.

If you are considering collecting the personal data on behalf of the College, please complete this form to set out details of what you intend to do and send it to [dp@gold.ac.uk](mailto:dp@gold.ac.uk). The information Governance team will review it and advise on:

* Whether your intended processing is permissible under the law
* Any modifications you may need to make to your plans
* What information you need to provide when collecting personal data.

Your point of collection should be directed to the general information on how Goldsmiths processes personal data:

[General information on how we process personal information](file:///\\CGS-vSVR-FS01\Departments\GLS\Info_Man\Data%20Protection\Privacy%20Notices\2017\Your%20privacy%20-%20General%20information.docx)

|  |  |
| --- | --- |
| Name: |  |
| Department: |  |
| Title of project or initiative: |  |
| Short description: |  |
| Start date: |  |
| End date: |  |
| What [personal data](#Personal_data) do you intend to collect?  Please specify. |  |
| Do you intend to collect [special categories of personal data?](#Special_categories_of_personal_data)  If yes, please specify. |  |
| Do you intend to collect the personal data of [children under the age of thirteen?](#Children_under_the_age_of_thirteen) |  |
| What do you intend to do with the personal data  Please be specific. |  |
| Do you intend to share the personal data with others within Goldsmiths others?  If yes, please state who and why. |  |
| Do you intend to share the personal data **externally**?  If yes, please state who and why.  If they are located outside of the UK, please state where. |  |
| How long do you need to retain the personal data? |  |
| Where will you store the personal data? |  |
| What steps are you taking to ensure that it is kept secure? |  |

**Appendix A - Definitions**

1. **Personal data**

Article 4(1) of the General Data Protection Regulation (GDPR) defines personal data as:

*… any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;*

<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN>

In her guidance on the key definitions of the GDPR, the Information Commissioner states:

*Any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier.*

*This definition provides for a wide range of personal identifiers to constitute personal data, including name, identification number, location data or online identifier, reflecting changes in technology and the way organisations collect information about people.*

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/>

1. **Special categories of personal data**

Article 9(1) of the GDPR defines special categories of personal data as:

*…personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation*

Article 4 of the GDPR goes on to further define the following

*(13) 'genetic data' means personal data relating to the inherited or acquired genetic characteristics of a natural person which give unique information about the physiology or the health of that natural person and which result, in particular, from an analysis of a biological sample from the natural person in question;*

*(14) 'biometric data' means personal data resulting from specific technical processing relating to the physical, physiological or behavioural characteristics of a natural person, which allow or confirm the unique identification of that natural person, such as facial images or dactyloscopic data;*

*(15) 'data concerning health' means personal data related to the physical or mental health of a natural person, including the provision of health care services, which reveal information about his or her health status;*

The processing of special categories of personal data is **prohibited** unless additional conditions have been met.

1. **Children under the age of thirteen**

Under Data Protection legislation, children under the age of thirteen are unable to give consent, this must be sought from their parents or guardians.