

APPG on Media Literacy Privacy Notice

Definitions

APPG	Means the APPG on Media Literacy
GDPR	Means the General Data Protection Regulation
Responsible Person	Means The Student View
Register of Systems	Means a register of all systems or contexts in which personal data is processed by the APPG on Media Literacy

1. Data protection principles

The APPG on Media Literacy is committed to processing data in accordance with its responsibilities under the Data Protection Act 2018.

The 'data protection principles' within Data Protection Act requires that personal data shall be:

They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

• 2. General provisions

- This policy applies to all personal data processed by the APPG on Media Literacy.
- The Responsible Person shall take responsibility for the APPG on Media Literacy's ongoing compliance with this policy.
- This policy shall be reviewed at least annually.

3. Lawful, fair and transparent processing

- To ensure its processing of data is lawful, fair and transparent, the APPG on Media Literacy shall maintain a Register of Systems.
- The Register of Systems shall be reviewed at least annually.
- Individuals have the right to access their personal data and any such requests made to the APPG on Media Literacy shall be dealt with in a timely manner.

4. Lawful purposes

- All data processed by the APPG on Media Literacy must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests ([see ICO guidance for more information](#)).
- The APPG on Media Literacy shall note the appropriate lawful basis in the Register of Systems.
- Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in the APPG on Media Literacy's systems.

5. Data minimisation

- The APPG on Media Literacy shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

6. Accuracy

- The APPG on Media Literacy shall take reasonable steps to ensure personal data is accurate.

- Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

7. Archiving / removal

- To ensure that personal data is kept for no longer than necessary, the APPG on Media Literacy shall put in place an archiving policy for each area in which personal data is processed and review this process annually.
- The archiving policy shall consider what data should/must be retained, for how long, and why.

8. Security

- The APPG on Media Literacy shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
- Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- When personal data is deleted this should be done safely such that the data is irrecoverable.
- Appropriate back-up and disaster recovery solutions shall be in place.

9. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, The APPG on Media Literacy shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO ([more information on the ICO website](#)).