

Ref: FOI/JC050718
Date: 7th November 2018
Name: John Cope

Dear John

Freedom of Information Act 2000 – Request for Information

Thank you for your email received 5th July 2018, requesting the following information:-

1. I also now understand staff in the training office in Newtownabbey have been asked to keep the blinds tilted to comply with GDPR?
2. What training have staff in the training office had in relation to GDPR?
3. Are filing cabinets left unlocked?

Our obligation

The College is treating your request as having been made under the Freedom of Information Act 2000 (the “Act”).

When dealing with requests for information, the College’s obligations include:

1. Confirming or denying whether it holds information of the description specified in the request; and
2. Communicating the information requested to the applicant. You should note that this is effectively a decision that the information can be released into the public domain and not simply to the specific applicant.

Under the Act, the College is required to release any information that it holds to you unless an exemption applies.

Response to your request

I can confirm the information you have requested is partially held by the Northern Regional College:

- 1. I also now understand staff in the training office in Newtownabbey have been asked to keep the blinds tilted to comply with GDPR?**

We enclose the link to the FE Sector GDPR Policy which states how the College sets out its responsibilities under GDPR. Further to this there are no additional policies for the Training office and therefore I cannot release this information to you.

http://www.nrc.ac.uk/images/uploads/FE_Sector_GDPR_Policy.pdf

2. What training have staff in the training office had in relation to GDPR?

Staff have completed a mandatory digital learning module relating to GDPR and Data Protection.

3. Are filing cabinets left unlocked?

We enclose the link to the FE Sector GDPR Policy which states how the College sets out its responsibilities under GDPR. Further to this there are no additional policies for the Training office and therefore I cannot release this information to you.

http://www.nrc.ac.uk/images/uploads/FE_Sector_GDPR_Policy.pdf

If you are dissatisfied with the handling of your request, you may ask the College for an internal review of the decision within 20 working days. Requests for an internal review should be submitted via the FOI@nrc.ac.uk email address. If, following the internal review, you are still not happy with the outcome; you have the right of appeal to the Information Commissioner at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

<https://ico.org.uk/>

If you have any further queries, please contact me either in writing at the above email address and quote your reference FOI/JC050718.

Yours sincerely

Deborah Kerr

Information Governance Team

FOI@nrc.ac.uk