

DATA PROTECTION ACT 1998

UNDERTAKING

Data Controller: The Royal Veterinary College

Royal College Street
London
NW1 0TU

I, Ian Darker, Acting Head of ASD & Secretary to Council, of the Royal Veterinary College, for and on behalf of the Royal Veterinary College hereby acknowledge the details set out below and undertake to comply with the terms of the following Undertaking:

The Royal Veterinary College is the data controller as defined in section 1(1) of the Data Protection Act 1998 (the 'Act'), in respect of the processing of personal data carried out by The Royal Veterinary College and is referred to in this Undertaking as the 'data controller'. Section 4(4) of the Act provides that, subject to section 27(1) of the Act, it is the duty of a data controller to comply with the data protection principles in relation to all personal data in respect of which it is a data controller.

1. The Information Commissioner (the 'Commissioner') was informed by the Royal Veterinary College (RVC) in December 2012 that a memory card containing passport images of multiple job applicants was stolen from camera owned by a member of RVC staff.
2. The Commissioner's investigation revealed that the device was personally owned by the employee and as such fell outside of the policies and procedures in place. However, the RVC does not appear to have accounted for the possibility of employees using their own devices in the workplace.
3. In addition, data protection training is not considered to be adequate and the RVC does not appear to be taking steps to address this proactively. This highlights a potentially serious failing in respect of staff awareness of Information Governance policies. It is noted however, that a relatively small number of data subjects have been affected by this incident and the impact of the contravention, whilst inconvenient, is not likely to cause substantial damage or distress to the affected data subjects.

4. The Commissioner has considered the data controller's compliance with the provisions of the Act in the light of this matter. The relevant provision of the Act is the Seventh Data Protection Principle. This Principle is set out in Schedule 1 Part I to the Act.
5. Following consideration of the remedial action that has been taken by the data controller, it is agreed that in consideration of the Commissioner not exercising his powers to serve an Enforcement Notice under section 40 of the Act, the data controller undertakes as follows:

The data controller shall, as from the date of this Undertaking and for so long as similar standards are required by the Act or other successor legislation, ensure that personal data are processed in accordance with the Seventh Data Protection Principle in Part I of Schedule 1 to the Act, and in particular that:

- 1. Mandatory induction and annual refresher training in the requirements of the Act shall be provided to all staff whose role involves the routine processing of personal data, by no later than 30 April 2014;**
- 2. Provision of such training shall be recorded and monitored with oversight provided at a senior level against agreed KPIs to ensure completion. In addition, the data controller shall implement follow-up procedures to ensure that staff who have not attended/completed training do so as soon as is practicable;**
- 3. Portable and mobile devices including laptops and other portable media used to store and transmit personal data, the loss of which could cause damage or distress to individuals, are encrypted using encryption software which meets the current standard or equivalent and advice shall be provided to staff on the use of personal devices, by no later than 30 April 2014;**
- 4. Physical security measures are adequate to prevent unauthorised access to personal data;**
- 5. The data controller shall implement such other security measures as are appropriate to ensure that personal data is protected against unauthorised and unlawful processing, accidental loss, destruction, and/or**

damage.

Signed:

Ian Darker,
Acting Head of ASD & Secretary to Council
Royal Veterinary College

Dated:

Signed:

Stephen Eckersley
Head of Enforcement
For and on behalf of the Information Commissioner

Dated: