

Explanation of notification duties for: Individual Teachers and Training Schools

As a teacher of the Alexander Technique, or a training school, you will probably be holding information about other individuals, such as the people to whom you provide services, or people who have contacted you to enquire about your services.

Under data protection law you may be required to register with the Information Commissioner (or “notify”) in connection with information that you are holding about individuals. Set out below is a brief explanation of the circumstances in which you have to do this. It is not an exhaustive explanation and, if you require more detail, you should contact the Information Commissioner’s Office information line on 01625 545 745, refer to the Information Commissioner’s Office website (www.ico.gov.uk) and particularly the self-assessment guide or speak to a solicitor with experience in this area of law.

Will I have to make a notification?

If you are holding personal data about individuals you are likely to have to register. There are some exceptions to this:

- the obligation only arises if it is possible to identify the individual from the data you are holding (or from the data you are holding together with other information that you are holding), and if that individual is still alive;
- if none of your processing of the data is done on a computer, there is no requirement to notify although you must comply with following principles:-

data shall be:-

- fairly and lawfully processed
 - processed for limited purposes
 - adequate, relevant and not excessive
 - accurate
 - not kept longer than necessary
 - processed in accordance with the ‘data subjects’ rights
 - secure
 - not transferred to countries outside the EEA without adequate protection
- if you are only holding the data for personal, family or household reasons you do not have to notify (this will not be the case for teachers or training schools);
 - there are also some exemptions for not for profit organisations, but these are unlikely to be relevant to teachers/schools.

If you think you may fall into any of the above exemptions, it is advisable to seek specific advice from a lawyer or the Information Commissioner’s Office. These exemptions are not as broad as they may seem. The cost of registration is £35 and [STAT recommends that, if you hold personal data, you register as a matter of good practice.]

What kind of information do you have to provide to the Information Commissioner?

If you are required to make a notification, you will need to let the Information Commissioner have certain details about yourself or your organisation, including the type of information that you hold and the purpose for which you are holding the information. The information that you provide goes onto a public register of data controllers. The application form will give you further guidance as to what information is required.

How do I go about notifying?

You can obtain a notification form online (www.dpr.gov.uk) or by calling the Information Commissioner’s Office on 01625 545740 to request an application form.

There is a fee for notification (as noted above, this is currently £35) and for annual renewal of the notification.