

## Data Protection Awareness

The University is committed to protecting the information that it processes within its activities, whether as part of teaching, research or business operations. We are obliged under law to specifically protect personal data.

### What is personal data?

Personal data is any information relating to an identifiable living person (e.g. staff or students), such as:

- ▶ name, address, date of birth, National Insurance Number
- ▶ details of employment, disciplinary record
- ▶ academic record
- ▶ medical details, counselling and support
- ▶ financial details

More details on the other side of this page.

### What do I need to do?

It is the responsibility of everyone who works or studies at the University to make sure that personal data is kept secure and confidential.

Please help us keep your personal data and the personal data of others safe.

If you ever find personal data:

- ▶ left unattended on desks
- ▶ on unmanned computer screens
- ▶ on office floors, in corridors or other public places
- ▶ in open filing cabinets
- ▶ in waste bins
- ▶ in skips

or find any memory sticks, data CDs or laptops unattended in University buildings or on the University estate ... Please don't ignore it!

Bring to your supervisor's attention immediately. Keep the details confidential. Secure items intended for waste until further advised.

**Further information on Data Protection, can be found at [warwick.ac.uk/services/idc](http://warwick.ac.uk/services/idc) or by emailing [gdpr@warwick.ac.uk](mailto:gdpr@warwick.ac.uk)**

# Golden rules for handling personal data



- ▶ Don't share your passwords
- ▶ Lock away your papers when you are away from your desk
- ▶ Lock your laptop/tablet/desktop whenever you leave it



- ▶ Be aware when sharing personal data - ask what, why and how
- ▶ Use the Warwick systems to access your emails and documents
- ▶ Don't work with personal data on personal devices that are not encrypted



- ▶ Incidents happen! Tell us when personal data is lost, stolen or shared by mistake
- ▶ Use the reporting procedure - we can help you take the right action



- ▶ Don't keep personal data longer than you need it - follow the Warwick retention guidance
- ▶ Dispose of personal data with care - record how and when

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