

# 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



- ▶ 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



- ▶ 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



- ▶ 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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