

SECURITY & INFORMATION MANAGEMENT

Here's some 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.