

Data Protection

Key things to know!

1. Individual Rights

Be aware of the rights that individuals have. Make sure individuals know how their data is going to be used.

2. Consent

If you are using information on the basis of consent make sure it meets the GDPR standard.

3. Privacy Notices

When you are collecting personal information provide a privacy notice that explains how the data will be used, who it will be shared with and how long it will be kept for.

4. Security

Ensure that personal data is kept secure at all times and that you're aware of the restrictions in sharing personal data.

5. Privacy by design

Minimise the personal information that is being used. Do a data protection impact assessment when planning a new use of personal data or a project.

6. Retention

Don't keep personal data for longer than necessary. Make sure you're aware of the retention periods of any personal data you process.

7. Subject Access Request

Ensure you can recognise a subject access request and know who the Data Protection Champion in your School or Department is to pass this on to.

For more information on data protection please go to:

<http://www.rgu.ac.uk/about/governance/information-governance/data-protection>