

GDPR Update 1

Data Protection Compliance in Queen Mary

The GDPR has been in force for 18 months now. Much work was done and continues to be done to comply with the requirements of data protection legislation and we need your help to keep at this important task, including the next item.

Survey of Schools and Institutes

School Managers have recently been asked to complete a 'mini-audit' questionnaire about systems used, personal data processed and awareness of policies. We'll be reviewing the responses in due course to help us understand the situation in Schools and Institutes. Thank you to all who responded!

Privacy Notices

Privacy notices tell individuals what we're doing or plan to do with their personal data. These were updated and new ones created in 2018, but remember, if you happen to collect personal data from staff, students or others – perhaps in a web form for a competition or feedback or similar – you may need to provide a specific notice for that purpose and advice can be provided on how to do this and what to include; the contact details are below.

Training

Staff training is vital. Queen Mary is in the process of procuring some e-learning which will cover data protection and cybersecurity. We hope that this will be available very soon. In the meantime, staff can book on to a classroom-based training session through CPD (search for 'PD134' at <https://www.esdcourses.org.uk/userlistcourse.php>). There is also some short cybersecurity guidance available on QMplus at <https://qmplus.qmul.ac.uk/course/view.php?id=8305>. The Information Commissioner's Office (ICO) recommends that refresher data protection training should be carried out biennially. Please do encourage colleagues to take training.

Preventing mistakes

We all know that mistakes happen, but we can all take measures to try to minimise these. Mistakes and human error can be avoided by taking the time to double-check recipients and attachments before clicking send and by protecting spreadsheets and other documents which hold significant amounts of personal data, for example with encryption, so please ask your staff to take the appropriate steps. Data protection is everyone's responsibility. With care, we can prevent breaches.

Reporting a data breach

If you need to report a data breach of any kind, you can do that via the [IT Servicedesk](#) or by emailing information-security@qmul.ac.uk. It's important colleagues do so promptly because certain breaches involving personal data may need to be reported to the ICO within 72 hours of Queen Mary becoming aware.

Retention of personal data

One of the six data protection principles states that personal data must be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the

personal data are processed. The way we implement this in practice in Queen Mary is by following the retention periods in the [Records Retention Schedule](#).

Want to know more?

There is lots of great guidance on the ICO's website at <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

For a slightly different angle outside of Queen Mary, give a listen to some of Mozilla's podcasts: <https://blog.mozilla.org/internetcitizen/2019/09/19/top-10-podcast-episodes-about-online-privacy/>

Help is at hand – Contacts

If you need any help or guidance or have any questions, please get in touch with your GDPR Champion (if in an academic department) or email data-protection@qmul.ac.uk