What you can do to prepare for GDPR (GUIDANCE FOR ALL STAFF)

- The University's is busy preparing for the General Data Protection Regulation which comes into force in May 2018 with many organisational-wide initiatives.
- This quick guide list some key things that every employee can do to help prepare for the GDPR.

1. Training
   - Complete the mandatory information security e-learning available on BlackBoard
   - Attend a GDPR Drop In Surgery or ask a question on the GDPR Yammer group
   - Look out for our regular GDPR Insider updates

2. Review your out-of-date files
   - Check if they can be destroyed by consulting the retention schedule (see below)
   - If some records might require permanent preservation contact the Archivist (see below)

3. Know what you hold
   - If you hold personal data make sure you have sent an information audit return to Information Assurance Services (i.e. a database of your students)
   - If you have not done this then email ias@le.ac.uk to let them know

4. Sort out your emails
   - Use our 'Quick Guide' to review the content of your emails
   - If an email contains personal information consider whether you need to retain it (i.e. if you keep CVs from a recruitment exercise delete these)

5. Sort out your Z:Drive
   - If you hold personal data then move this to an appropriate recordkeeping system/X:Drive (i.e. information from your research subjects)
   - Mark folders with disposal dates in the title to encourage eventual disposal

6. Discuss GDPR with your colleagues
   - Discuss any personal data you hold with your colleagues to help identify any potential risks (i.e. large quantities of insecure paper files)
   - Bring any concerns identified to a GDPR Drop In Surgery

Further information/Useful contacts:

- If you need further information or have questions about how to prepare for GDPR please email gdpr@le.ac.uk
- Recordkeeping guidance and the University Retention Schedule can be found at https://www2.le.ac.uk/offices/ias/record or contact the Archivist at specialcolls@leicester.ac.uk
- Further guidance on preparing for the General Data Protection Regulations is available at: https://www.le.ac.uk/gdpr