Data Protection (GDPR) Guidance Note No. 1

What you can do to comply with GDPR and DPA2018 (GUIDANCE FOR ALL STAFF)

- The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA2018) came into force at the end of May 2018 and regulate how personal data should be managed at the University.
- This quick guide lists some key things that every employee can do to help comply with the new data protection regulations.

1. Training
   - Complete the mandatory information security e-learning available on BlackBoard
   - 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 Review your out-of-date files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 your data is recorded in the University's Information Asset Register.
   - If you have not done this or if you need to check then email djj11@le.ac.uk to discuss it with the Records Management Service.

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)
   - If you have any concerns please email gdpr@le.ac.uk

Further information/Useful contacts:
- If you need further information or have questions about how to comply with 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