Data Protection (GDPR) Guidance Note No. 17

Data Protection – signposting further information and support

Research funders will have expectations on how you manage any personal data involved in research. Planning out how you intend to collect, use and eventually publish research data can help identify any issues. Contact the library research data team if you want to create a data management plan (DMP) to support this process.

Data Protection Impact Assessments (DPIAs) need to be completed to help assess the risk of any new initiative involving personal data and to document how data will be collected and used. The Information Assurance Services Team are the initial point of contact for these.

More information on DPIAs can be found here.

Privacy notices are a way we can inform individuals about how their data will be used. They should be made available at the point of data collection. Advice is available from Information Assurance Services Team.

More information on privacy notices can be found here along with a useful template.

One of our new requirements is to maintain ‘records of processing activities’. This means we need to maintain what’s called an ‘information asset register’ to describe how we use personal data (corporate and research data). This is done via a data mapping process where colleagues identify what they do with personal data (their processing activities) and what systems/locations they store the data (their assets).

The Records Manager is responsible for the creating and development of these records of processing activities and is the first point of contact to ensure your data is captured.

More information on data mapping can be found here.

A key aspect of data protection is not to retain personal data for longer than necessary. The University’s records retention schedules explain how long data should be retained for and are available here. The Records Manager is responsible for developing policy, advice, and guidance on retention.

The storage of information is also a key aspect of good data protection. Information on IT storage can be found on the following ITS pages. If you have hard-copy records that need storage information can be obtained by contacting the Records Manager.

Where do go for more information:

Information Assurance Services: ias@le.ac.uk ext.
Research Data Management: researchdata@leicester.ac.uk
Records Management: djj11@le.ac.uk ext. 7080
NHS Information Governance: andrew.burnham@leicester.ac.uk ext. 7326
IT Services: thelp@leicester.ac.uk ext. 2253