

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.



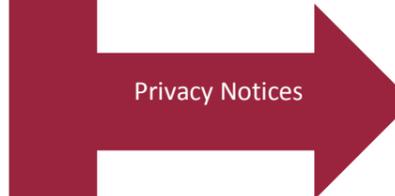
Research Data Management



Data Protection Impact Assessments

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

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](#).



Health Data

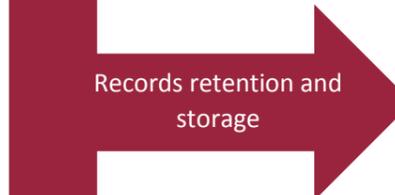


Documenting Data Processing

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](#)



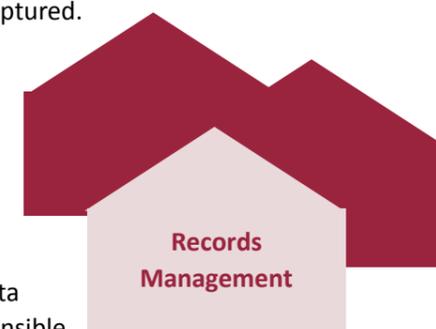
Records retention and storage

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](#).



Information Assurance Services



Records Management

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: ithelp@leicester.ac.uk ext. 2253