



# THE DATA PROTECTION LAW CHANGES ON 25 MAY 2018

The new law affects us all; we are all responsible for the personal data we use.

## WHAT SHOULD I DO?



### DO THE EASY THINGS RIGHT:

- Double check the recipient of your email.
- Double check that you have attached the right document.
- Double check that attached spreadsheets do not contain extra tabs or hidden columns.
- Keep filing cabinets and offices locked.

### GET TO KNOW:



- The guidance on personal electronic housekeeping  
[www.leeds.ac.uk/electronichousekeeping](http://www.leeds.ac.uk/electronichousekeeping)
- The Information Protection Policy  
[www.leeds.ac.uk/informationprotection](http://www.leeds.ac.uk/informationprotection)
- Your local Data Champion  
[www.leeds.ac.uk/datachampions](http://www.leeds.ac.uk/datachampions)
- The University's Data Protection website  
[www.leeds.ac.uk/dataprotection](http://www.leeds.ac.uk/dataprotection)

### DELETE DATA YOU NO LONGER NEED:



This applies to emails, electronic files and paper records.



See the University retention schedules:  
[www.leeds.ac.uk/dataretention](http://www.leeds.ac.uk/dataretention)

### WHO ARE YOU SHARING PERSONAL DATA WITH?

If sharing outside the University, and where required, check there is a:

- Data Processing Agreement
- Data Sharing Agreement
- Data Privacy Impact Assessment



[www.leeds.ac.uk/dataprotection](http://www.leeds.ac.uk/dataprotection)

### COMPLETE THE INFORMATION SECURITY TRAINING:

- Information Security Essentials training is compulsory for all staff.
- Advanced training is compulsory for staff dealing with particular types of personal data.



### STOP AND THINK:

How would I want my personal data to be managed?



Only use University approved methods of remote access.



Report data breaches immediately to the IT Service Desk.



Encrypt laptops, mobile phones and pen drives/ memory sticks.

