



GDPR

Tips for keeping personal data safe

Do

- Only access personal data if you are authorised to do so.
- Sign the acceptable use policy. Make sure you understand it and adhere to it.
- Watch the GDPR awareness video.
- Notify your line manager and Data Protection Lead immediately if you become aware of a personal data breach.
- Exercise caution when sending personal data and ensure the recipient is entitled to receive it.
- Review emails and attachments before forwarding them on to check what they contain.
- Use the office 365 tools to share information with colleagues rather than email.
- If you wish to use your own equipment, register your device, sign the BYOD policy and adhere to the conditions set out in it.

Don't

- Don't share your passwords with anyone.
- Don't use personal email for work purposes.
- Do not use any software and apps that collect personal data until a signed agreement is in place.
- Do not sign up to any web based services in a personal capacity and use them for work purposes.
- Don't open emails or documents containing personal data when your laptop is attached to a presentation screen.
- Avoid keeping multiple copies of documents containing personal data.

Ask your Data Protection Lead for advice if:

- you receive a request from an individual for a copy of their personal data or a request to erase, alter or delete personal data.
- you receive an unexpected request for personal data from a third party.
- you are starting a project that will mean using personal data in a new way or sharing data with a third party.