



Getting ready for the General Data Protection Regulation (GDPR)

What it is:

- The General Data Protection Regulation (GDPR) will become law on 25 May 2018, replacing the Data Protection Act. It relates to personal data: any information which identifies a living person
- The UK Government has confirmed it will implement GDPR regardless of Brexit
- Organisations have to prove their compliance

Know what you've got, know why you've got, know where you keep it – be willing to prove it

What you need to know, what you need to do:

1. Training and awareness for all staff

- Watch the GDPR podcast
- Ensure you and your team do the training – see [Central Short Courses website](#)
- Watch out for the online module – it will be publicised widely



2. Someone else's data isn't yours - know what you hold

- This includes name, home address, date of birth, medical records, banking details.
- See the What is Personal Data? guidance on the [GDPR workspace](#)
- Complete the University information asset register on the [GDPR workspace](#)



3. Someone else's data isn't yours – it needs a privacy notice

- Privacy notices explain what will be done with someone's information
- We are writing privacy notices for different groups, eg. staff, students, applicants. They will be on the [GDPR workspace](#). If you need one that's not there, let us know at data-protection@nottingham.ac.uk

4. Someone else's data isn't yours – individuals have rights

- Check your procedures to ensure they cover all the rights individuals have – see guidance on individuals' rights on the [GDPR workspace](#)
- See the University's Data Handling Standards on the [GDPR workspace](#)
- If you process personal data, check that your process is in line with the relevant University privacy notices on the GDPR workspace
- If you receive a request from a data subject to exercise any of their rights, please contact the Data Protection Team on data-protection@nottingham.ac.uk



5. Someone else's data isn't yours - you need a lawful basis to process it

- Identify the lawful basis for your processing activity and document it
- Detailed advice on the lawful bases for processing data and consent can be found on the [GDPR Workspace](#) and support can be given by the Data Protection Team at data-protection@nottingham.ac.uk

6. Someone else's data isn't yours – consent is changed under GDPR

- Consent is a legal basis – it has to be positive, informed and as easily withdrawn as given
- More detailed advice on consent can be found on the [GDPR Workspace](#) and support can be given by the data protection team, contacted on data-protection@nottingham.ac.uk



7. Data breaches

- A data breach is the loss, or (most usually) accidental disclosure of personal data, even if internal – please see the data breach procedure on the [GDPR workspace](#)
- Data breaches should be reported to the Data Protection Team as soon as possible once discovered to data-protection@nottingham.ac.uk
- GDPR requires them to be reported within 72 hours

8. Third parties – if you need to share personal data with another organisation

- A data sharing or processing agreement is required if personal data is shared outside the University
- Review your agreements and ensure they are GDPR ready – GDPR prescribes standard content and clauses
- For help with queries and guidance on agreements please contact the data protection team on data-protection@nottingham.ac.uk



9. Data protection by design and by default

- As you use data in the new way, you need to make sure you're using it in the right way. To enable you to do this, we're writing the following – they are or will be available on the [GDPR workspace](#):
 - Secure Data Handling Policy and Standards
 - Privacy Impact Assessments – will be published soon
 - Information Security Policy – will be published soon



10. Data Protection Officer

- The University has appointed a DPO – contact them via data-protection@nottingham.ac.uk