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   - Consent is a legal basis – it has to be positive, informed and as easily withdrawn as given.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.