Data Protection

The Data Protection Act 2018 concerns data about living people who are less than 100 years old.

- We must look after personal data fairly and lawfully.
- The easiest way to always handle other people's personal data is in the way that you would like your own to be treated.

Golden Rules ...

© for Security Procedures
1. Prevent unauthorised access to personal data. Lock your computer and lock away paper.
2. If you must send personal data, send it securely (see guidance).
3. Report breaches or irregularities to your manager or The ISM Team.

© for Corporate Information
1. Tell people why and how you are using their information.
2. Remember that recorded opinions about people constitute their personal information too.
3. Delete personal information as soon as you are finished with it. Do not keep it 'just in case'.

© for Archival Information
1. Submit this form for new digitisation projects to the Discovery Board.
2. Ask the Data Protection Officer before sending personal data outside the EU.
3. Remember open records may not be suitable for putting online if they contain personal data.

Policies and Procedures (Our Procedures are in the process of being updated to reflect changes to Data Protection Legislation.)

- Subject Access Requests (section 7)
  ICO guide 2018: Right of Access
- Data Protection Impact Assessments (DPIAs) ICO guide 2018
- Digitisation Projects (Discovery Board)
- Requests from the police (section 8.3)
- If you discover a breach or a mistake
- Guidance for Information Asset Owners (IAOs)
- Data Protection and the CRM
- Credit Card Data Handling
- Criminal Records Disclosure
- Preparation of TNA finding aids
- Code of Practice for Archivists and Record Managers under Section 51(4)
- All data protection procedures

Training

- All new starters must attend Data Protection training. Line managers should contact Learning and Development. Slides available here. New joiners DATA PROTECTION GDPR Version.pdf
- Annual refresher training in Data Protection is compulsory. It is part of the Information Security Training e-learning modules.
- We provide specialist training or advice tailored to your particular requirements on request. Contact the Data Protection Officer

Contact

The Data Protection Team comprises

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