STOP AND THINK: How would I want my personal data to be managed?

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.

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

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

GET TO KNOW:
- The guidance on personal electronic housekeeping www.leeds.ac.uk/electronichousekeeping
- The Information Protection Policy www.leeds.ac.uk/informationprotection
- Your local Data Champion www.leeds.ac.uk/datachampions
- The University’s Data Protection website 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.

WHO ARE YOU SHARING PERSONAL DATA WITH?

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

WHAT SHOULD I DO?

Report data breaches immediately to the IT Service Desk.

STOP AND THINK: How would I want my personal data to be managed?

Only use University approved methods of remote access.