

GDPR Update – Spring 2020

Survey of Schools and Institutes

In autumn 2019, School Managers were asked to complete a questionnaire to help us to audit academic departments for GDPR compliance. We're grateful to everyone who completed it and some of the findings have given rise to guidance in this latest communication. We'll be following-up further soon.

Using third parties

Although it can be useful to make use of some external services, this can unknowingly lead to a breach of the law or Queen Mary policies. If third parties are used to process personal data there is required to be a binding contract in place.

For example, the survey found that Survey Monkey is currently being used in many academic departments but QMUL has a contract with [Online Surveys](#) available to all staff, which should be used in its place. The use of Dropbox and other cloud-based storage is no longer necessary, as staff should use SharePoint, OneDrive and Teams through Microsoft365.

Review any contracts or agreements that involve the processing or sharing of personal data and consult with the contacts below if you're in any doubt. You can also find further guidance here: <https://www.its.qmul.ac.uk/media/its/documents/services/qmulonly/guidancedoc/Guidelines-on-Cloud---V1.6.pdf> (note that this document is in the course of being revised).

Use of external email accounts

Along the same lines, staff should not set up auto-directs for email; non-QMUL accounts must never be used for QMUL business and forwarding personal data to an external account or using a non-QMUL account to communicate with other staff and students is a breach of QMUL policies and the law. For further information and guidance, please see <http://www.arcs.qmul.ac.uk/qmstaff/governance/information-governance/email-dos-and-donts/> (behind ID check).

Keeping copies

Many people like to keep a copy of information 'just in case' and the survey confirmed this. While this can be understandable and it might be important to keep copies of information until the department responsible for the master copy has confirmed receipt, this can also create risk, for example that information is not disposed of in a timely and secure manner. Please look at the [guidance and policies relating to records management](#). Review of electronic and hardcopy information should be an ongoing activity to ensure that personal data is not retained longer than necessary. Storing information securely is also everyone's responsibility.

E-learning

You will have seen that there are now some training modules from Metacompliance on GDPR and cybersecurity available. These are mandatory for all staff, so please ensure you and colleagues take these

External guidance and reading

Remember that there is always lots of guidance from the Information Commissioner's Office, see <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

Worried about *your* privacy? Firefox or Brave and DuckDuckGo or Qwant are good alternatives to Chrome and Google Search. Try to shred items with your name and address on them and try not to put them in the normal rubbish or recycling.

Help is at hand - Contacts

If you need any help or guidance or have any questions, please get in touch with your GDPR Champion or email data-protection@qmul.ac.uk

The GDPR champions for each faculty are:

[Elizabeth Powell](#) (Science & Engineering)

[Kathryn Keith O'Sullivan](#) (Humanities & Social Sciences)

TBC (Medicine & Dentistry)

Or you can contact the Records & Information Compliance Manager, [Paul Smallcombe](#)