

General Data Protection Regulations – 10 tips for staff

From 25th May, new General Data Protection Regulations become law. These regulations are designed to protect an individual's personal data.

South Thames Colleges Group is committed to the protection of personal data, and its proper processing, in accordance with data protection law.

All staff members as employees of the College are responsible for data protection. The following tips will help you keep personal data safe and avoid any unintentional data breaches.

1. Read the College GDPR policy and procedures on the Intranet. These procedures explain how the College manages data protection.
2. Work to a 'clear desk' policy by securely storing hard copy personal information when it is not being used. Lock filing cabinets, cupboards and other storage containing personal information when not in use.
3. Dispose of confidential paper waste securely by shredding or placing it within one of the locked confidential waste bins.
4. Lock or log off of your computer, tablet or mobile device when not in use.
5. Where appropriate, position computer screens away from windows to prevent accidental disclosures of personal information.
6. Never allow students to work on your staff PC. Students have their own, restricted network to work in.
7. Keep your passwords secure – change them regularly and do not share them.
8. Do not carry personal information home or off-site. Never travel with personal or sensitive data on memory sticks or other storage devices.
9. Do not email personal data to individuals outside the College unless you are authorised to do so. When e-mailing any personal data, as attachments or in body text, ensure that it is securely sent to the intended recipient only.
10. If accessing college systems from home, ensure that this is done securely on a virus-protected computer - never store sensitive college information at home.

More information can be found in the Group General Data Protection Policy and Procedures.