

Data Protection Policy

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Examples of Personal Data include

- < Name, home and work addresses
- <

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Participation will be tracked and reported to the DPO.

All employees are required to:

- ◁ Adhere to these procedures and standards, any further guidelines issued and the overarching DP/Privacy Policy.
- ◁ Complete the online training.

6.0 Managers

Managers must ensure that everyone managing and handling Personal Data is appropriately trained to do so and that everyone managing and handling Personal Data is appropriately supervised.

At the local level, the manager is responsible for ensuring that:

These procedures and standards and any further guidelines are followed.

These procedures and standards are fully implemented within their department.

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there is no operating agreement already in existence with the focus being on limiting the amount of

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The University of Law must ensure that the Information Commissioner's Office (ICO) is kept informed of all the current uses of Personal Data. This is achieved by a notification given to the Information Commissioner.

If any process is removed this must also be communicated to the DPO.

The DPO is responsible for ensuring that the University of Law's ICO registration remains accurate and up to date. There is an obligation to inform the ICO

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All subject access requests are dealt with by the DPO. If you receive a DSAR you must pass it to the DPO immediately.

9.2 Right to preventing processing likely to

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Employees must always consider whether or not transfers are contractually or otherwise permissible before they send the Personal Data (especially if it crosses national borders). Where Personal Data is required to be sent abroad the DPO must be consulted to ensure that suitable checks are made regarding the legal right to do so and any security arrangements both during the transfer and whilst the Personal Data is Processed by the recipients.

For any amendments, changes or new projects that involve the transfer of data across national borders, the DPO should be consulted. The DPO can

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Improper and/or Unauthorised Communications

A mistake, incorrect process or unauthorised disclosure that results in Personal Data being communicated to an incorrect individual(s) or company (e.g., Wrong letter or email sent, incorrect name or address used, disclosure of other client account details etc.), or employee forwarding information or work emails