

Imperial College
London

BE PERSONAL DATA AWARE

Always handle it with care



Treat other people's personal data as you would wish your own data to be treated. Make sure the right physical and technical measures are in place to protect it.

www.imperial.ac.uk/data-aware

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Only process when it's fair



You need to have a valid lawful basis in order to process personal data, and the subjects of the data should be aware of what you are doing with it. Check whether your processing is covered by one of the College's privacy notices.

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Should that data still be there?



Only keep personal data for as long as you need it, then destroy it safely and securely. You can check whether it is time to dispose of personal data – and other types of data – by referring to the College's Retention Schedule.

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BE PERSONAL DATA AWARE

Think twice before you share



Only share personal data when it is appropriate to do so. Take measures to protect any data you share, especially if you are sending data outside the College. Consult our guidance on how to share data securely.

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You're responsible, so beware!



Everyone is responsible for protecting the personal data they have access to – this includes data held on computer systems, mobiles or tablets and paper records. Find out what steps you should be taking.

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BE PERSONAL DATA AWARE

Human error is not rare



Many data breaches – leaking or losing data – happen accidentally.
If you think a breach may have occurred, report it immediately
using the notification of security breach form.

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