

Imperial College
London

BE PERSONAL DATA AWARE



www.imperial.ac.uk/data-aware

Be Personal Data Aware



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.



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.



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.



You're responsible, so beware!

Everyone is responsible for protecting the personal data they have access to – this includes any data held digitally or as paper records. Find out what steps you should be taking.



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.



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 data by referring to the College's Retention Schedule.