

General Data Protection Regulation

Q & A Session

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What is Data Protection?

- It is the safeguarding of the privacy rights of individuals in relation to the processing of personal data. The Data Protection Act 2018 and the GDPR confer rights on individuals as well as responsibilities on those persons processing personal data.

Why was Data Protection Legislation introduced:

- To regulate the collection, processing, keeping, use and disclosure of personal data
- To give individuals access to their data and allow them to amend it if incorrect
- To comply with EU Directives

General Data Protection Regulation

- GDPR effective from 25th May 2018
- Data Protection Act 2018
- Strengthen, harmonise and unify Data Protection Law within the EU.
- €1 million fines for non-compliance in public sector organisations
- Transparency, Accountability, Security
- Data subject rights remain basically the same

Personal Data Definition

information relating to: -

- an identified living individual,

or

- a living individual who can be identified from the data, directly or indirectly, in particular by reference to: -

An identifier such as a name, an identification number, location data or an online identifier, or

One or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of the individual

Special Categories of Personal Data

Definition

Personal data revealing:

- the racial or ethnic origin of the data subject,
- the political opinions or the religious or philosophical beliefs of the data subject, or
- whether the data subject is a member of a trade union,
- Genetic data,
- Biometric data for the purposes of uniquely identifying an individual,
- Data concerning health
- Or personal data concerning an individual's sex life or sexual orientation.

GDPR

Key points

- Data Protection web page now updated

<https://www.maynoothuniversity.ie/data-protection>

- Revised and new policies, procedures and guidelines
- Research projects - Data Privacy Impact Assessment (DPIA)
- Breaches must be notified to Data Protection Commissioner within 72 hours where feasible
- Be aware of what personal data we have, keep it secure and get consent if necessary

Consent to collect personal data

- Explicit consent - special categories of personal data
- Clear, simple, plain language
- Parental/Guardian consent - children (under 18)
- Be able to withdraw consent easily and without any complications
- MU events - Image release form
- Consent to include: Categories, purpose, storage, who, has access, how to access, confidential deletion, FOI rights.

GDPR Practical Compliance

- Do **NOT** download or access personal data to any mobile device/USB key/home computer unless it is encrypted
- Email: Emailing large quantities of personal data internally
Consider use of password protected excel spreadsheets.
- External email: Do Not send personal data unless the network is secure between sender and receiver
- Clear desk policy: Do not have computer screens or manual files containing personal data visible to third parties

Securing Personal Data

- Office/Department/Unit authorisation process to grant and revoke access to systems holding personal data

Securing personal data:

- Manual - Data is in a locked filing cabinet in a locked office in a secure building
- Electronic - Computing policies updated to advise on best practice
- Electronic data: store on one drive (office365)

Personal Data Security Breaches

Data security breach or suspected breach must be notified to the Data Protection Officer immediately

What is a breach?

- Disclosure of confidential data to unauthorised individuals;
- Loss or theft of data or equipment on which data is stored;
- Hacking, viruses or other security attacks on IT equipment/systems/networks;
- Inappropriate access controls allowing unauthorised use of information;
- Emails containing personal data sent in error to wrong recipient;
- Applies to paper and electronic records;

Contact

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