

# General Data Protection Regulation

## Q & A Session

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June 2018

# GDPR

- GDPR effective from May 25
- Data Protection Act 2018
- Transparency, Accountability, Security
- Data subjects request must be dealt with within one month(existing legislation 40days)
- Data subject rights remain basically the same
- New right of portability excluded from Irish legislation
- Definition of child changed to under 18

# 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

- Data Protection web page now updated  
<https://www.maynoothuniversity.ie/data-protection>
- Revised and new policies, procedures and guidelines
- 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

# 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: Never have computer screens or manual files containing personal data visible on your desk (when you are not working on them)

Remove from view if someone enters your office

# 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 being updated to advise on best practice
- Shared drives - the file, folder or document on the shared drive is password protected - Users have individual non shared passwords.

# 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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