

# 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 and GDPR confer rights on individuals as well as responsibilities on those persons processing personal data.

# Why was Data Protection 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 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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