Data Protection

Top Ten Tips for Staff

1. Become familiar with Trinity’s Data Protection policy and procedures (www.tcd.ie/Info_Compliance/dp)
2. Complete Trinity’s Data Protection training, either in person or via podcast (www.tcd.ie/info_compliance/dp/training.php)
3. Do not retain excess data, just record what you need
4. Keep data up-to-date and accurate
5. Keep data safe and secure: keep offices/filing cabinets locked, password-protect your computer and/or device, and never record or share your password. Use antivirus software and be aware of phishing emails! (http://isservices.tcd.ie/security)
6. Back up digital files regularly
7. Do not disclose personal data to a third party (even at the request of the data subject’s family or friends) without the data subject’s consent
8. Regularly review the data you hold and dispose of data you no longer need by confidential shredding or deletion. Don’t forget your deleted items folder and recycle bin, and take appropriate steps to clear computer hard drives before disposal
9. Take extra care with sensitive data such as medical or financial information, and only store sensitive data on computers or devices which are password-protected and have suitable encryption software installed
10. If in doubt, contact the Information Compliance Office – information.compliance@tcd.ie