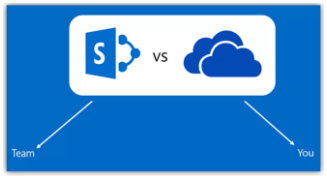
GDPR - 10 Data Security Tips

Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Use OneDrive or SharePoint for large filesharing activity / Password-protect or encrypt email attachments containing confidential personal data

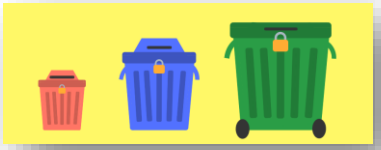


Ensure laptops are encrypted (*contact IT Services for more information*) and that your passwords are not visible to others

Lock your computer (ctrl, alt, delete) when away from your desk

Lock all documents containing personal data away securely at the end of the working day

Collect documents containing personal data promptly from printer and always use a confidential bin when disposing of documents containing personal data



If using your phone / tablet for work purposes (e.g. email account, attachments etc.) make sure that the passcode is activated

Keep documents and devices which contain personal data secure when working at home / outside the office

When using case study examples, change names and identifying details to ensure anonymity and confidentiality

Think twice before responding to third party queries - if unsure, offer a call back while you check that you are dealing with the correct person

Report ALL incidents involving loss or disclosure of personal data (e.g. emails sent to the wrong person) to your manager as soon as you become aware of the incident, as the College has an obligation to report data breaches within 72 hours of becoming aware of the breach

GDPR Online Training Module for Staff (Mandatory) should be completed as soon as possible

The module can be accessed at https://www.tcd.ie/itservices/vle/kb/overview-GDPRtraining.php