UNIVERSITY OF CAMBRIDGE
GDPR DATA PROTECTION WORKING GROUP

TOOLKIT TO HELP UNIVERSITY INSTITUTIONS PREPARE FOR NEW DATA PROTECTION LEGISLATION (GDPR)

UPDATE NUMBER 2
9 MARCH 2018

The Toolkit was issued on 22 November 2017 and is published at https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data-protection-regulation.

The first update document was circulated on 9 February 2018 and is published on the same webpage.

This second update document provides an update on new and forthcoming materials since the previous update of 9 February 2018. The updates are arranged by the reference numbers used in the Toolkit Guidance Notes.

UPDATE ON NEW AND/OR FORTHCOMING MATERIALS

5.1 (research guidance). This updated guidance remains at a late stage of development and should be published shortly.

6.1 (data protection policy). This policy is being presented to the March 2018 meeting of the University Council for approval and will be published thereafter.

6.3(b) (data protection online training). This training course is complete and is in the final stages of testing. It will be launched shortly.

6.5 (records retention guidance). This updated guidance is now published at https://www.information-compliance.admin.cam.ac.uk/records-management.

7.2 (website privacy policy guidance). This guidance is now published at https://www.information-compliance.admin.cam.ac.uk/files/gdpr_guidance_on_website_privacy_policies_final.pdf (on the page https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data-protection-regulation).

7.3 (Information Asset Register). This system is complete and is in the final stages of testing. It will be launched shortly and a standalone communication will be sent to Institutions. Access to and use of the system will be limited by default to Heads of Institutions and Departmental Administrators (or equivalents), as derived from Lookup records and other sources, though these individuals will be able to add other users within their Institutions. The covering email sent with this update gives further information about the IAR (and is reproduced as an Annex below).

7.5 (privacy by design guidance). This guidance remains under development.

CONTACT FOR QUESTIONS

James Knapton, Information Compliance Officer, Registrary's Office, James.Knapton@admin.cam.ac.uk, 01223 332331.

ANNEX: COPY OF INFORMATION ASSET REGISTER SECTION OF COVERING EMAIL

From 19 March 2018 you'll need to start entering details of your Institution's information assets in the University's new Information Asset Register (IAR).

Guidance on which assets to include

The number and type of information assets will vary by Institution, but as a minimum you should enter details of assets which both:

- relate to the operational running of your Institution *and*
- contain personal data – information that can be used to identify a living person either directly or indirectly

You will not need to upload the data within the asset.

Read the full guidance on which assets to include at https://www.information-compliance.admin.cam.ac.uk/data-protection/guidance/iar.

Gather information about assets

In order to prepare, you could make a list of the information assets you want to include in the IAR. Gather the following details about them:

- where they're stored
- how they're protected
- how long you expect to keep each record in an asset

Demonstration and Q&A session

Sign up to attend a demonstration of the IAR at 10.30 a.m. on Thursday 22 March 2018, at which you'll be able to preview the system and ask questions: https://www.training.cam.ac.uk/ucs/event/2497416.