

Data Security Protection Policy Statement

ACCESS TO PERSONAL OR INDIVIDUAL DATA

It is important that those staff who, as part of their system management or troubleshooting roles, have access to personal or individual data understand the implications of the Data Protection Act and how it affects them.

Under the terms of the Act, access to personal or individual data should be restricted to those data items which are necessary in order to perform system management or troubleshooting duties.

Additionally, data must not be disclosed to a third party without the express consent of the data subject or owner. In practice this means that documents, information, or the means to access them, should not be given to other members of the University or to external individuals or agencies, including the police, unless in exceptional circumstances; see below.

- Staff should not use any additional access privileges granted to them to view or obtain confidential information relating to their own role(s) within the University, either as staff or student, which would not normally be available to them. Where any such access is likely to occur in the performance of a system management or similar task, staff should consult their line manager before proceeding.
- In certain exceptional circumstances, personal or individual data may be given to a third party, for example to assist the police in a criminal investigation but only on production of a formal documented request.
- A list of staff members designated to deal with police enquiries can be obtained from the University's Legal Officer.
- A line manager may request access to the data stored in an absent employee's individual storage area, in order to assist the operation of the University, such as to retrieve lecture notes or assessment material required urgently.
- Staff should also be aware of the consequences of accessing data beyond that which is necessary, or of disclosing personal or individual data without permission. In certain cases this could lead to disciplinary action or prosecution of the individual by the Information Commissioner.
- Any queries regarding what information may or may not be accessed or disclosed should be addressed to the University Secretary.

I understand the implications of the Data Protection Act as outlined above.

Name: _____

School/Service: _____

Signature: _____

Date: _____