



# Data Protection and Information Security **DO's** and **DON'Ts**



## ✓ DO...

- ✓ Think carefully about sending any personal, sensitive or confidential information. Ask if you are in any doubt.
- ✓ Ensure you know what information you have and where it is.
- ✓ Delete any personal, sensitive or confidential information after you have finished using it for the purpose it was created.
- ✓ Tell someone (your manager, the IT Service Desk, or the Chief Compliance Officer) if you think someone might have seen data they shouldn't have.
- ✓ Complete and have authorised a 'Form D' for any bulk processing of data (contact the IT Service Desk for a copy and advice).
- ✓ Lock your computer screen (Win+L) when leaving your desk.
- ✓ Keep your desk clear of confidential or personal information when you leave your desk for any extended period.
- ✓ Use a C0mb1nat!0N of letters, numbers and Uppercase characters in your password and change it periodically.
- ✓ Encrypt any personal, sensitive or confidential information if sending outside of UWL, especially if sent by email. Ask the IT Service Desk for help.
- ✓ Turn on a six-digit password/PIN lock on your phone or mobile device.
- ✓ Undertake the online Data Protection and Information Security training.
- ✓ Read (and re-read) the Data Protection, Information Security and Acceptable Use policies.

## ✗ DON'T...

- ✗ Send or share any personal or sensitive data to anyone that does not need it.
- ✗ Say anything by email that you wouldn't say in a letter or to someone's face (everything sent by email becomes a 'record' and is disclosable).
- ✗ Keep important records only in your email – upload them to a safe, secure, appropriate place instead.
- ✗ Keep any data longer than is necessary.
- ✗ Save any personal, sensitive or confidential information to a memory stick, your personal email account, or to Dropbox, GDrive, iCloud etc.
- ✗ Give out your IT password to anyone (even IT Services will not ask you for it).
- ✗ Reply, open any attachments or click on any links in e-mails you get from someone you don't know. Delete it instead!
- ✗ Give out your name, age, address, birth date, or any other personal information in a public internet forum or on social media.