Data Protection

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We don't have a massive problem here, but there are some things which are non-optional..

- '{Data protection}' refers *only to personal data*

- Refers to data on paper as well as on disk.

- We process very little *research* personal data

- ...but a lot of administrative personal data

- ...and some 'sensitive personal data'.

- Report breaches promptly!

https://it.physics.gla.ac.uk/notes/data-protection/

physics and astronomy research IT

The Data Protection Act 1998 (DPA) s.1(1)
refers only to personal data, and:

> "personal data" means data which relate to a living
> individual who can be identified—
> (a) from those data, or
> (b) from those data and other information which is in
> the possession of, or is likely to come into the
> possession of, the data controller,
> `http://www.legislation.gov.uk/ukpga/1998/29`

This is a very broad definition.

...and 'sensitive personal data' is a separate set of eight categories (DPA, s.2):

- ethnicity,
- political opinions,
- religious beliefs,
- trade union membership,
- physical or mental health,
- sexual life,
- criminal offences, or
- court proceedings

regulation

- UK Information Commissioner: fines up to £500,000, and prison for deliberate breaches.

- The EU's General Data Protection Regulation should come into force 2018-ish...

- ...and proposes fines: up to 4% of the organisation's total worldwide annual turnover.

- That is, the University *cares* about this!

processing

personal data	sensitive personal data
Implicit or explicit consent	Explicit consent
Protect vital interests of individual	
Necessary for performance of contract	Required by employment legislation
Legal obligation	In connection with legal proceedings
To carry out public functions	Information already made public by individual
In the legitimate interests of data controller	Medical reasons
	Necessary for ethnic monitoring

Data must be (DPA, Schedule 1):

- fairly and lawfully processed;
- processed for limited purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept for longer than is necessary;
- processed in line with users' rights;
- secure; and
- not transferred outwith the EEA.

Suppose...

An undergraduate student emails a postgraduate lab demonstrator explaining that their lab report is late because they'd recently come out as gay to their very religious parents, and that they are as a result being medically treated for stress.

This is 'sensitive personal information' under at least three headings simultaneously.

- 'Subject access request' – copy of all personal data to individual concerned

- ...which *includes emails mentioning that person*

- FOI is a larger issue

- Someone does not have to say '...and this is a FOI request' for it to be one.

- If anything *might* be a FOI request, talk to us or to foi@gla.ac.uk

- email going astray

- loss of laptops, portable disks, USB sticks, CDs

- unauthorised access to servers, email, or anything

- sharing with any third parties; discuss *first*

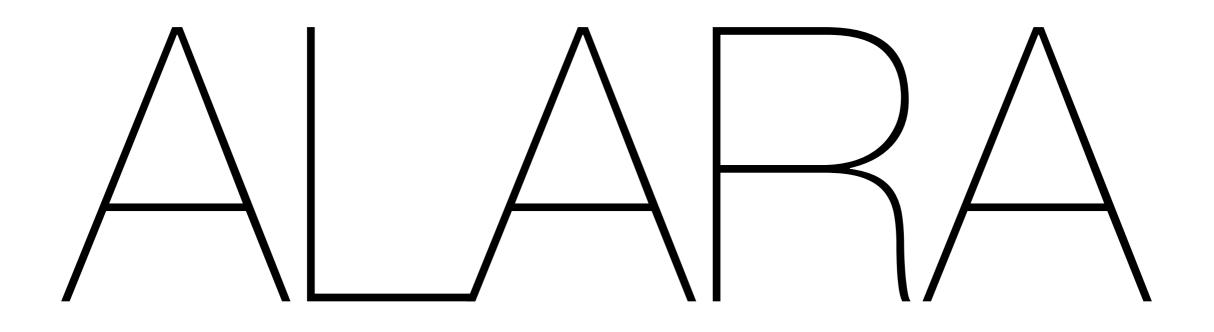- **report breaches promptly** (to us or to dp@gla.ac.uk)

- …exists

- The DP Office can give detailed advice on particular situations (but perhaps coordinate through us)

- Re email: general advice is to purge work-related email regularly and promptly (relevant to FOI requests)

- **Be aware of personal data, and minimise it.**

- Laptops should be full-disk encrypted if they have *any* personal data on them (we can escrow keys, but won't insist)

- Use https://owncloud.gla.ac.uk/ (10GB initially)

- **Any servers** with personal data: talk to us

- **Any data breach**: talk to us

- Ask us questions!

ALARA

- https://it.physics.gla.ac.uk/notes/data-protection/

- foi@gla.ac.uk, dp@gla.ac.uk x2523 and x3111

- http://www.gla.ac.uk/services/dpfoioffice/

- http://www.itspublicknowledge.info/home/
  ScottishInformationCommissioner.aspx

- http://ico.org.uk

...and another thing

- The building wireless networks are struggling.

- We aspire to get eduroam installed in student-facing areas this summer (depending on cash)

- ...with a view to getting the whole building covered by eduroam eventually (money permitting).