

Data Protection - Key Points

- Tell individuals what you do with information you collect or hold about them
- Keep personal data securely
- Do not store personal data on USB sticks or other remote devices
- Do not disclose data to third parties without the person's consent
- Respond to Subject Access Requests within 40 calendar days
- Don't keep personal data longer than you need to
- If in doubt contact the University's Data Protection Officer:
data.protection@hud.ac.uk