

GENERAL DATA PROTECTION REGULATION (PERSONDATAFORORDNINGEN)

AGENDA

Information From AU

Types Of Data: Sensitive /General

Cleaning Up

We'll have to change our routines

Mailing with students

Q & A?

WHY IS THIS RELEVANT FOR ME?

The GDPR regulations are effective in all of EU.

So inside or outside of AU – you have to comply.

This means there is no point in trying to postpone cleaning up or changing routines.



INFORMATION FROM AU

AU website:

<http://www.au.dk/en/informationsecurity/data-protection/>

E-learning course: 1 hour

The course consists of 11 modules

1. What is personal data?
2. What does processing personal data mean?
3. Requirements for good practice in processing personal data
4. When may you process personal data?
5. The rights of the data subject
6. Passing on personal data
7. Data controller and data processor
8. Transfer of personal data to third countries
9. Privacy by Design and Default
- o. Security
11. Final test

Data protection

- Protection of personal data

Personal data is used in many different areas of the university and in different ways.

On 25 May 2018, the new EU General Data Protection Regulation (GDPR) becomes effective. The rules concerning protection of personal data are being tightened to ensure that personal data is handled, stored and processed in a more secure way.

On this page you can find information concerning the personal data regulations.

Internal notification

All research projects involving personal data must be notified internally to AU.

Find information about the internal notification form.



Handling email

Find the general rules for handling email at AU, and read about what you may and may not do if you send emails with sensitive personal data.



What does personal data cover?

Learn more about the different types of personal data.

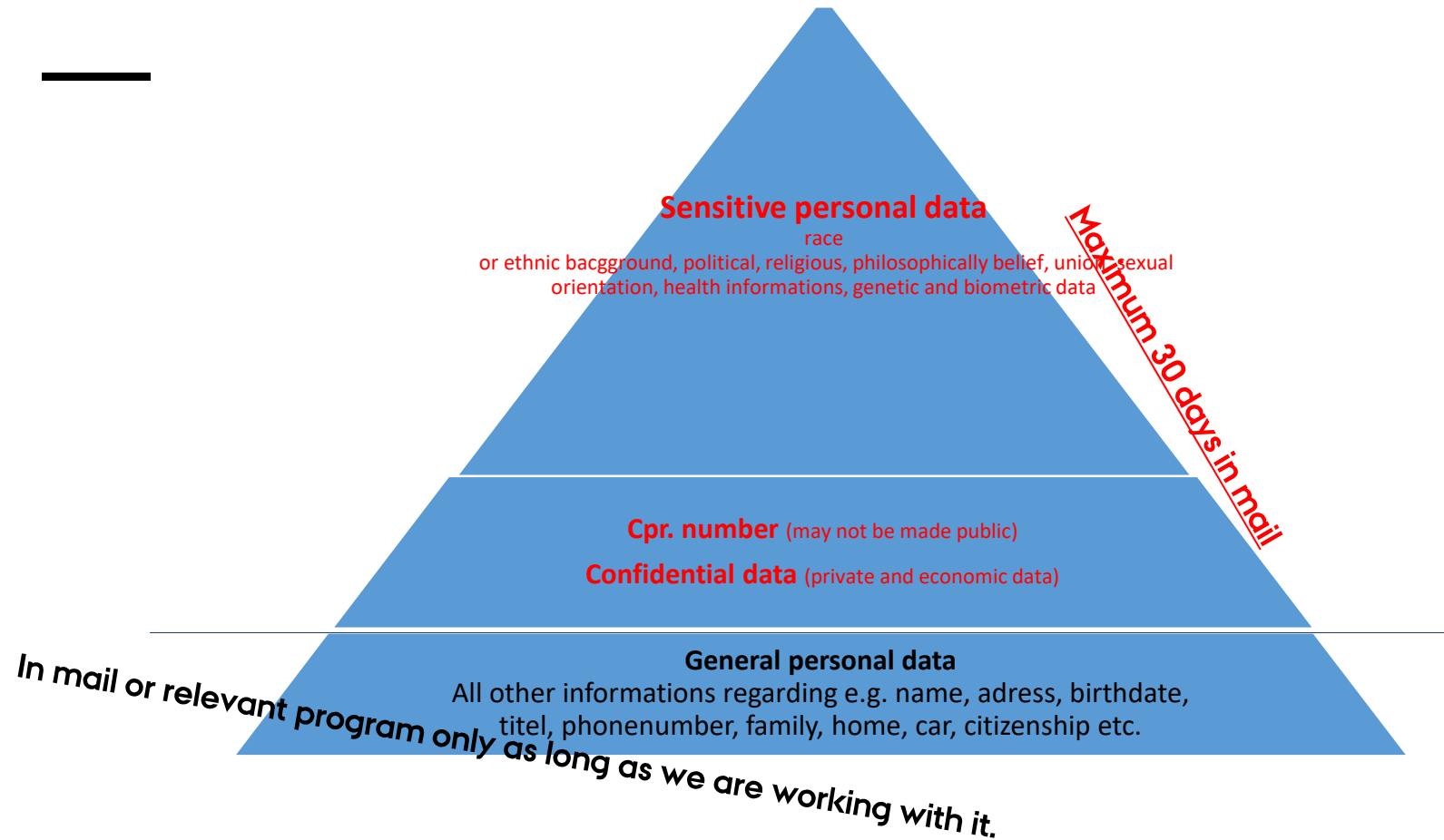


Storing personal data

There are special rules for where you may store different types of personal data. Read more about the rules and the various storage solutions.



TYPES OF DATA: SENSITIVE / GENERAL



WHY NOT MAIL?

- IT IS ALL ABOUT REGISTRATION

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- Data in emails and Office programs is not registered in a way which complies with the personal
 - data regulations.
 - Therefore, sensitive personal data may only be stored temporarily (30 days) **in emails and Office programs.**

CLEANING UP

5 tips for handling personal data

1. Clean up your mailbox



2. Clean up network drives



3. Clean up your desktop on your computer



4. Clean up your physical desk



5. Clean up your mobile devices



Use common sense

- **What** is relevant to keep and **why** is it relevant
- **When** is it not relevant anymore and what is your process for cleaning up
- Write down your data **policy**

The important thing here is to actively reflect and be pro-active in your data handling

<http://www.au.dk/en/informationsecurity/data-protection/general-information/5-tips-for-handling-personal-data/>

CLEANING UP THE MAILBOX

AU has provided some guidelines including often used keywords to help in the cleaning process. Combine these with your own knowledge of what you work with.

The aim is not that you should read every email you have ever send or received!

The aim is to clean up and then focus on *handling data correctly* looking forward.

<http://www.au.dk/en/informationsecurity/data-protection/general-information/5-tips-for-handling-personal-data/>

CLEANING UP THE MAILBOX - GUIDELINES

A. I have “no” personal data

You may be a researcher who does not conduct research using personal data, or an employee without personnel responsibility.

Note that, even if you do not work with personal data, you may still have personal data in your mailbox that should be [stored elsewhere](#) or deleted, because you are no longer storing the data for a purpose.

Search for:

- › Emails with notification of illness from colleagues: search for illness, child's first day of illness etc.
- › Emails concerning appointment committees: search for application, CV, CPR no. etc.
- › Emails about working hours, including holiday: search for holiday, leave, time off in lieu etc.
- › Emails about salary: search for salary, supplements etc.
- › It is also a good idea to search for emails sent from your HR partner and union representative.

B. I have some personal data

You may be a researcher who carries out research using a small amount of personal data, an employee with personnel responsibility, a PA or secretary, case officer or union representative.

Consider whether you have personal data in your mailbox that should be [stored elsewhere](#) or deleted, because you are no longer storing the data for a purpose. Search for:

- › Emails about hiring, termination of employment, summary dismissal: search for application, CV, CPR no., contract etc.
- › Emails with notifications of illness: search for illness, child's first day of illness etc.
- › Emails about working hours, including holiday: search for holiday, leave, time off in lieu etc.
- › Emails about salary: search for salary, supplements etc.
- › Emails about right of access to documents
- › Emails with extracts of personal data from IT systems and Office applications
- › It is also a good idea to search for emails sent from your HR partner and union representative.

C. I have a lot of personal data

You may be a researcher who carries out research using a lot of personal data, an employee in the HR or studies administration area, a case officer or system administrator.

Consider whether you have personal data in your mailbox that should be [stored elsewhere](#) or deleted, because you are no longer storing the data for a purpose. Search for:

- › Emails with research data. Has the work using the personal data been completed? Must the personal data be filed?
- › Emails about hiring, termination of employment, summary dismissal: search for application, CV, CPR no., contract etc.
- › Emails with notifications of illness: search for illness, child's first day of illness etc.
- › Emails about working hours, including holiday: search for holiday, leave, time off in lieu etc.
- › Emails about salary: search for salary, supplements etc.
- › Emails about right of access to documents
- › Email about cases: search for case number or keywords such as document fraud, illness, copying, theft etc.
- › Emails with extracts of personal data from IT systems and Office applications
- › It is also a good idea to search for emails sent from your HR partner and union representative.

[Find the guidelines for searches in Outlook.](#)

CLEANING UP PAPER ARCHIVES

Let the Secretariat know when you have cleaned up. Then we will come by and fetch your confidential papers and have them shredded.

From August there will be a bin for confidential papers under the staircase in 1513 (with a lock). The paper in this bin will be shredded.



CLEANING UP YOUR NETWORK DRIVES - GUIDELINES

2. Clean up network drives

[Read about the rules for the storage of personal data.](#)

- › Do not have any documents with personal data on your desktop, C drive or external drives such as USB flash drives and external hard drives.
- › There are freeware programs, such as [File Locator Pro Lite](#), that you can use to scan files on a network drive and find specific words (search for e.g. CPR no., application, CV).
- › Consider setting up weekly or monthly clean-up routines whereby you delete anything for which there is no actual need. Any personal data which you have no legal reason to retain must be deleted immediately and after no later than 30 days.

STORING PERSONAL DATA

Storing personal data in systems:

WorkZone, ReAp, Navision,
Ph.D.-planner and
other approved systems

or

Storing personal data

You can store data from Office applications and similar programs in many different places. There are some special rules to be followed concerning where personal data may be stored. This means that not all storage options are equally suitable.

WHAT IS PERMITTED WHILE WORKING WITH PERSONAL DATA?

Network drives



AU work computer



USB drives/USB keys



Research programmes



WHAT IS NOT PERMITTED WHILE WORKING WITH PERSONAL DATA?

Private computer or other private equipment



Cloud services



<http://www.au.dk/en/informationsecurity/data-protection/general-information/storing-personal-data/>

STORING PERSONAL DATA

- WRITE DOWN YOUR POLICY

If you store personal data on your personal drive (U-drive) or in a shared folder (O-drive) You have to write down why you save it and when you delete it.

You can use these keywords as a guideline:

- What** – what kind of personal data are you storing
- Why** – why are these data relevant to you (be specific), what's the purpose
- Where** – where are you storing our data, does anyone else have access
- How long** – for how long are you storing the data, how long are they relevant to the purpose you saved them for
- Deleting** – How often will you be cleaning up the folder containing the data (should be at least every 6 month)

WE'LL HAVE TO CHANGE OUR ROUTINES

We'll have to change our routines

The new EU General Data Protection Regulation will enter into force on 25 May, and it will have an impact on the vast majority of employees at AU. Everyone has a responsibility to learn about the new rules, and the new routines and work procedures required.

2018.05.15 | [CHRISTINA TROELSEN](#)



Vice-Dean Søren R. Keiding. (Photo: Anders Trærup/AU Kommunikation)

If you are a researcher working on research projects involving the use of personal data, for example data from population surveys, you are probably aware that you have to take special precautions to manage and protect the personal information securely.

But did you know that emails from colleagues notifying sick leave, applications from colleagues abroad with a CV attached, or emails from students about their exams may contain personal information that means you cannot have them stored in your mailbox after you have finished using them.

"It's important that all employees can meaningfully continue their research, teaching and administration work after 25 May, but it's also vital that we all comply with the new rules. The new rules will inevitably influence the way we work, and we'll have to change our routines," says Søren R. Keiding, ST's representative in the AU data team. He continues:

"Management and administration are working flat out to make sure that all of our processes are in line with the General Data Protection Regulation, and this should make it easier to implement the new routines. But getting rid of old emails, hard drives, archives and piles of paper is a huge task. There's a number of tips on the website, but basically there's no other option than to roll up your sleeves and get started with the clean-up task."

Clean up your mailbox

<http://scitech.medarbejdere.au.dk/en/currently/news/show/artikel/well-have-to-change-our-routines/>

COMMUNICATION WITH STUDENTS

When you communicate with students be aware that they write to you from their AU-mail (e.g. student-id@post.au.dk).

This is in order to write in a controlled/secure environment (AU mail system) & to be able to verify who you are communicating with (student-id).

This is going to be a *change of culture* – most use gmail or similar.

(?): What if they send me a gmail?

Then you should reply: "When you communicate with AU, you should use your au-mail (student-id@post.au.dk). This makes it possible for us to verify you as a student and make sure that we send the right information to the right person. Therefore I will ask you to re-send the this mail from your au-mail."

Q & A?

If you have questions – let us know!

Then we will help you get the right answers. Either by mail or by arranging a meeting.

Write to: jclausen@chem.au.dk





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