

Data Protection and REF



Simple tips to keep your data secure:

- Ensure you lock your computer when away from your desk
- Save data securely on the University drive – share and collaborate on SharePoint or OneDrive
- If working remotely, link into the University via 365
- Be aware of who is around you when working in a public place, and avoid working on sensitive data when in public
- Make sure that laptops, mobile phones and USB sticks are encrypted
- Be cautious when using email – if something seems suspicious, don't click
- Manage research data in accordance with your approved data management plans

Data Protection and REF



What if something goes wrong?

- We're all human, and mistakes can happen – but you must act quickly
- If something goes wrong, it is mandatory to report this – [phone SID on ext. 4724](#)
- If caught quickly, we can often prevent an incident from becoming a breach
- Examples of when a breach has occurred includes:
 - Sending personal data to the wrong person by email
 - Papers taken from a car
 - A laptop or USB stick being stolen
 - An IT account be compromised through clicking on malicious links

[Don't delay – call SID on ext. 4724](#)