

The University of Bath - GDPR Compliance Statement

1. The University of Bath will comply with all relevant Data Protection Laws when processing personal data.

“Data Protection Laws” means the Data Protection Act currently in force in the UK at the relevant time, the EU General Data Protection Regulation (GDPR) and all other mandatory laws and regulations of the UK and the EU applicable to the processing of personal data by the University.

2. The University follows the data protection principles specified in the GDPR. Personal data are processed in accordance with these principles so that the data are:
 - Processed fairly, lawfully and transparently - and only if there is a valid 'legal basis' for doing so
 - Processed only for specified, explicit and legitimate purposes
 - Adequate, relevant and limited
 - Accurate (and rectified if inaccurate)
 - Not kept for longer than necessary
 - Processed securely - to preserve the confidentiality, integrity and availability of the personal data.

3. The University’s Data Protection Statement is available on the University website - <http://www.bath.ac.uk/data-protection/data-protection-act/data-protection-policy/index.html>

- 3.1 This Statement includes information and directions for all staff about only processing personal data in accordance with the requirements of the Data Protection Act, and in particular following the principles that it contains, including:
 - Fair processing – ensuring that individuals consent to their data being used and know what they will be used for, and that the data are not subsequently used for something else.

- Data Security – ensuring any personal data held are always kept and disposed of securely, (taking into account any cyber security considerations).
 - Non-disclosure – ensuring personal data are not disclosed except to authorised people.
 - Awareness - familiarising themselves with the guidance and other information published on our Data Protection site and following it at all times.
 - When working remotely or using a mobile device to store data - following the Remote Working & Use of Mobile Devices Guidance and the University's IT Security Policy, as special considerations apply.
 - Data Protection by design - seeking advice whenever a new form of processing personal data is contemplated or if any data protection related concerns arise.
 - Reporting breaches - immediately reporting to their line manager and bringing it to the University's Data Protection team's attention, if they become aware that personal data have been accidentally lost or stolen or inadvertently disclosed, or if they find any lost or discarded data which they believe contains personal data.
4. We have formally collated a record of processing as part of our GDPR compliance.
 5. We have a notification process in place for any breach in line with GDPR.
 6. Our Data Protection Officer is currently Mr David Jolly, Solicitor, BEng(Hons), MBA.
 7. The University's Data Protection Registration number is Z6290890.
 8. Our contact details are dataprotection-queries@lists.bath.ac.uk and Postal address Data Protection Team, Office of the University Secretary, 4 West 3.3 and 3.5, The University of Bath, Claverton Down, Bath, BA2 7AY.

Legal Team

May 2018