



Academic Registry

Privacy by Design and by Default Policy

4. *Technical and Organisational Measures*

The University's aim is to implement appropriate technical and organisational measures which are designed:

(a) to implement the Data Protection Principles in an effective manner, and

only be placed on systems, devices or software where this is compliant with University policies and the legislation. The use, and duration of holding, of personal data should be minimised.

Reviews of, and improvements to, privacy should be undertaken regularly by staff in their areas of work, documented, and privacy risks and precautions reviewed by staff regularly. Further information is available on the University's intranet.

Managers or staff should not purchase new systems or software without first reviewing their proposed use in terms of a Data Protection Impact Assessment if the proposed use presents a high risk to individuals, and the proposed purchase also requires to be checked first by Procurement and by Information Services for contract terms, and for the uses of, and risks to, personal data.

For purchasing supplies/services, regardless of contract value, no managers or staff should

Appendix

Article 5: Principles relating to processing of personal data

1. Personal data shall be: