

**UNIVERSITY OF CAMBRIDGE
GDPR DATA PROTECTION WORKING GROUP**

TOOLKIT TO HELP UNIVERSITY INSTITUTIONS PREPARE FOR NEW DATA PROTECTION LEGISLATION (GDPR)

**UPDATE NUMBER 3
27 MARCH 2018**

The Toolkit was issued on 22 November 2017 and is published at <https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data-protection-regulation>.

The first and second update documents were circulated on 9 February 2018 and 9 March 2018 respectively and are published on the same webpage.

This third update document provides an update on new and forthcoming materials since the previous update of 9 March 2018. The updates are arranged by the reference numbers used in the Toolkit Guidance Notes.

UPDATE ON NEW AND/OR FORTHCOMING MATERIALS

5.1 (research guidance). The full version of this updated guidance remains at a late stage of development and should be published shortly. Some preliminary guidance is however published at https://www.information-compliance.admin.cam.ac.uk/files/gdpr_preliminary_guidance_on_academic_research_final.pdf (on the page <https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data-protection-regulation>).

6.1 (data protection policy). This policy was approved at the 19 March 2018 meeting of the University Council and is now published at https://www.information-compliance.admin.cam.ac.uk/files/data_protection_policy_final.pdf (on the page <https://www.information-compliance.admin.cam.ac.uk/data-protection> under the sub-heading 'Policy').

6.3(b) (data protection online training). This training course is now live at <https://www.training.cam.ac.uk/cppd/event/2498471>. Departmental Administrators should be able to monitor completions, if they wish to do so, through the University Training Booking System (UTBS).

7.3 (Information Asset Register). This system is now live at <https://iar.admin.cam.ac.uk/> and guidance is at <https://www.information-compliance.admin.cam.ac.uk/data-protection/guidance/iar>. Its launch was announced in a standalone email sent on 19 March 2018 which is reproduced as an Annex below.

7.5 (privacy by design guidance). This guidance remains under development.

CONTACT FOR QUESTIONS

James Knapton, Information Compliance Officer, Registry's Office, James.Knapton@admin.cam.ac.uk, 01223 332331.

ANNEX: COPY OF INFORMATION ASSET REGISTER LAUNCH EMAIL OF 19 MARCH 2018**Information Asset Register – now live**

To: IAR/GDPR contacts within Institutions (mainly Departmental Administrators and Heads of Institutions).
Copied to: Members of the University's IAR Project Board and GDPR Data Protection Working Group.

Dear colleagues,

You can now start using the [Information Asset Register](#) (IAR).

You need to enter details of your Institution's information assets in the IAR. Please do this by **30 April 2018** to help the University meet the requirements of the General Data Protection Regulation (GDPR).

Use the [IAR guidance](#) to help you select which assets to include.

You can also [sign up for a demonstration and Q&A session](#) at 10.30 a.m. on Thursday 22 March.

For help using the register, please contact the UIS [service desk](#).

Kind regards,

James Knapton