

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

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

**UPDATE NUMBER 4
20 APRIL 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, second and third update documents were circulated on 9 February 2018, 9 March 2018 and 27 March 2018 respectively and are published on the same webpage.

This fourth and final update document provides an update on new materials since the previous update of 27 March 2018 and a reminder about Toolkit checklist submissions. The updates are arranged by the reference numbers used in the Toolkit Guidance Notes.

UPDATE ON NEW MATERIALS

5.1 (research guidance). This full version of this updated guidance will be published shortly at <https://www.information-compliance.admin.cam.ac.uk/data-protection/guidance/research> and <https://www.research-integrity.admin.cam.ac.uk/>. The finalisation of the full guidance has been delayed as many of the exemptions for research are contained in the UK Data Protection Bill which has still not been approved by Parliament and so remains subject to change, leading to a general absence of guidance at national level. The preliminary guidance document, announced in the third Toolkit update document, remains available in the meantime at https://www.information-compliance.admin.cam.ac.uk/files/gdpr_preliminary_guidance_on_academic_research_final.pdf.

7.5 (privacy by design guidance). This guidance is now published at <https://www.information-compliance.admin.cam.ac.uk/data-protection/guidance/provisions>.

Several other new guidance materials, not referred to specifically in the Toolkit, are also now published:

- <https://www.information-compliance.admin.cam.ac.uk/data-protection> – high-level summary advice, with links to all relevant policy, training and guidance.
- https://www.information-compliance.admin.cam.ac.uk/files/data_protection_quick_guide_for_staff_final.pdf – a short Quick Guide leaflet aimed at all staff.
- <https://www.information-compliance.admin.cam.ac.uk/data-protection/guidance/provisions> – the main new guidance page which will continue to be supplemented and refined.
- <https://www.information-compliance.admin.cam.ac.uk/data-protection/guidance/data-sharing> – new detailed guidance about data sharing.
- <https://www.information-compliance.admin.cam.ac.uk/data-protection/guidance/societies> – new detailed guidance for student clubs and societies.

TOOLKIT CHECKLIST SUBMISSIONS

When the Toolkit was first circulated on 22 November 2017, Institutions were asked to work through the checklist of actions and submit a completed copy to the Information Compliance Officer by **Friday 4 May 2018**. We recognise that many Institutions will still be completing their preparations by that date.

Institutions that are still working on their preparations can:

- **either** send a partially completed checklist by that date;
- **or** send a completed checklist by **Friday 18 May 2018**;
- **or** both.

The checklist submissions are designed:

- to help evidence our overall levels of compliance;
- to allow us to identify residual risks; and
- to help us understand where further guidance and assistance will be required in due course.

For clarity, the submissions will not be used to audit or intervene with regard to any individual Institution.

CONTACT FOR QUESTIONS

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