What is GDPR?

GDPR stands for General Data Protection Regulations and is designed to protect personal data.

What's Personal Data?

Personal Data includes:

- Name or initials
- Address
- Gender
- Nationality
- Date of birth/age
- ID number/PPS No./User name
- Racial/ethnic origin
- Politics/religion
- Health
- Sexual orientation

#BeAwareStopandThink

Email Tips

Who, how, what & why are you sharing?

- **Who** am you sharing with, do you really need to Reply All to an email; consider using **Bcc** when emailing a group of people?
- **How** are you sharing, should you be using **OneDrive** or **Filesender** to share data instead of emailing it?
- **What** are you sharing, pause before you forward any attachments - check for hidden tabs, columns or rows for personal data
- **Why** are you sharing personal data, is it really required by the other person/group?

Phishing

Suspicious emails – do not open attachments or click on links, forward email to phishing@nuigalway.ie and delete email.

4 Signs to look out for?

1. Spelling and/or grammatical errors
2. Email demanding urgent action e.g. Your Inbox is full!! You have run out of space!! Your password has expired!!
3. Check to see if From email address or url look suspicious
4. Link or attachment looks suspicious

Sharing Personal or Confidential Data:

Available Now:

- **O365 OneDrive** 1 TB - save data and share with specific users
- Use **HEAnet Filesender** to send files securely
- **Password Protect** your Office documents – Excel, Word and Powerpoint
- Save your file on the **Fileshare**

Coming Soon:

- **O365 Sharepoint** – collaborative working with and sharing of documents with internal and external users

5 Steps to protect your device

1. **Lock your Device** & enable **Auto lock**
2. **Change your password** if you have a weak password/shared it in the past/haven't changed it recently/clicked on phishing email link or attachment
3. Use a **Strong Password** – see **Random Password Generator** for samples
4. **Encrypt your laptop**
5. Ensure **Anti-virus** & **Window Updates** are up-to-date

What else can I do?

- Take the **Security Awareness Training** online Blackboard course
- Get familiar with the NUI Galway **IT Security** , **ICT Policies** and **Data Protection** webpages
- Update your **Email Signature** with a **Disclaimer**

How to report a breach? ⚠

Notify NUI Galway Data Protection Officer as soon as you become aware of a breach.

Email: dataprotection@nuigalway.ie
Tel: (091) 492150

For further information on GDPR and data protection see the websites below:

www.nuigalway.ie/data-protection/

www.dataprotection.ie   www.GDPRandYOU.ie