Information Governance in NDS

MANDATORY TRAINING on Information Security

Everyone in the University must complete cyber security training, to help us keep our systems and data safe from attack. The training can be found here and is an important part of your induction: Information Security and Data Protection training course | Information Security

Storing Data

The Oxford Research Data Pathfinder can be used to help decide which storage solution is best for the kind of data you are handling. Data that is contractually required to be stored in a specific DSPT certified environment must remain in that environment. Within MSD, members of the department with authorisation can use the MSD High Compliance System

Storing data on portable devices / Bring your own device Portable devices used to collect and store personal identifiable data, **MUST : Be password protected; be on a supported Operating System; have Anti-Virus software; be encrypted**. Further help and information is here: Protect my computer | Information Security

For more information on storing data visit: Storing your files | IT Help

Data Protection

UK General Data Protection Regulation (UK GDPR)

For information on University policy and practice please visit: Understanding data protection | Compliance

Data Protection by Design and Default

If you are using personal data in your research you **MUST** complete the **Data Protection by Design screening form**.

This will establish if your project presents a higher data protection risk to participants.

You should complete this form **as soon as you are notified that your research has been funded**.

Please contact Monica Dolton (monica.dolton@nds.ox.ac.uk) in the first instance to request the screening form.

Sharing Data

Only University or OUH Trust email addresses should be used for University business. See: Classify and handle University data securely | Information Security. For preference, share data via other more secure methods such as OneDrive.

N.B. Other 'consumer' cloud-based file sharing solutions (such as Dropbox) are not approved for use with University data**.** For further guidance, see Assessing Cloud Service Providers. (from IT Services OneDrive for Business: Security guidelines | IT Help)

For information about how to manage your research data see: About data management | Research Data Oxford

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