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The University stores, processes and on occasion discloses information about employees, students and other Data Subjects for academic, administrative and commercial purposes. It is committed to a policy of protecting the fundamental rights and freedoms of individuals and in particular their right to privacy with respect to the processing of personal data, as set out in the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. When handling such information, the University, and all staff or others who process or use any personal information will comply with the law in full at all times.

To ensure compliance with Data Protection law the University will:

- Observe the spirit and the letter of the law and will not seek to exploit ambiguous wordings or "grey areas" to avoid its responsibilities.
- Co-operate fully with the Information Commissioner and their office.
- Publish and maintain a series of Codes of Practice outlining the meaning of the legislation and establishing procedures for processing data in day to day working. The Codes of Practice will provide a reference source for all staff to clarify anomalies, which may arise in routine operations.
- Consider that all Faculties and Directorates are subject to the law: no individual, section, Faculty or Directorate shall hold or process records in any manner which does not conform to the University's Data Protection Policy and Codes of Practice.
- Ensure that contractors, suppliers and outsourced bodies who are processing personal data on the University's behalf will be subject to Data Protection law, and necessary agreements will be in place.
- Inform Data Subjects regarding the keeping of records, the processing of data and the disclosure of data to third parties, through the use of Privacy Notices.
- Initiate and maintain an on-going programme of staff development.
- Periodically review its policies and practices to ensure continuing compliance with the law.

In order to minimise its liability in law the University will:

- Ensure that all new data systems and new forms of processing data will be implemented in accordance with the legislation.
- Conduct a privacy impact assessment on all necessary new projects, software or systems involving personal data.
- Regard all members of staff of the University as having an obligation to divulge the existence and contents of databases or other soft or hard copy filing systems that contain personal data, to the Data Protection Officer or their nominee.
- Implement and maintain appropriate practical and technical measures to ensure the security of all personal data.