

TIPS FOR A CLEAN DESK

- * **Have an in-box** on your desk for necessary documents. Be strict in deciding what is important and only keep the VIP's (very important papers).... It's an inbox – not an attic!
- * **Make sure that** you can quickly and easily reach the bin from your chair. In this way, you can avoid having to play “paper toss”. You possibly have a great throwing arm, but just in case..... keep the bin in scoring distance!
- * **Save the Rainforests.....**If you don't need something on paper, don't print it, this stops it from adding to a pile on your desk.
- * **Get rid of unnecessary clutter**—Do you really need all that you have on, or under, your desk?
- * **Plan regular cleaning intervals.** If you do just a little every day, you'll need a few minutes at most. If this advice sounds familiar it's because that's the nice way your mother asked you to clean your teenage bedroom...
- * **Avoid water damage.** Keep the cap on the bottle and keep your cuppa away from electronic devices and paperwork.
- * **When in doubt, throw it out.** Don't hold on to duplicates or un-necessary paperwork. Scan, file, shred, or bin it!
- * **Scanning.** Scan instead of copying. Use FileSender to password protect sensitive documents.
- * **Clear before you leave.** Set aside two minutes before you leave to clear your workspace. The end of the working day is an ideal time to do this and you will come back to a cleaner space in the morning!

WHAT IS PERSONAL DATA

Personal data is any information relating to an identified or identifiable natural person (data subject) – i.e: can be identified directly or indirectly by name, ref. no.; location data; online identifier, or by a combination of one or more factors specific to that person.

WHAT IS A DATA BREACH?

Personal data breach “means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed” Find a list of data breach examples on www.ait.ie/gdpr!

BREACH FINES—NOT FINE!

Up to €20,000,000 or 4% of Global turnover
Up to €10,000,000 or 2% of Global turnover
Public bodies – fine of up to €1,000,000

RIGHTS SO!

Data subjects have rights to: Ask, be informed, object, be forgotten, rectify and restrict.

DEFINITIONS

The GDPR (General Data Protection Regulations) applies to 'controllers' and 'processors'.
The Irish Data Protection Act 2018 is the Act which implements the GDPR in Ireland.
A controller determines the purposes and means of processing personal data. TUS is a data controller (that means - all staff)
A processor is responsible for processing personal data on behalf of a controller – e.g confidential shredding
Data Subject – individual whose personal data is being processed
Recipient – person/authority to whom the personal data are disclosed
Third Party – a person/authority with whom data is shared who are approved to process personal data.
Consent—Unambiguous clear action which indicates that an individual gives agreement to processing of their data.
Natural Person—Individual living human being

Check out www.ait.ie/gdpr for more information on data protection. Contact dp@ait.ie or phone 090 6468009.