

## **Your Data Protection Obligations Relating to your use of SITS**

Access to SITS gives you access to substantial amounts of personal data such as addresses, dates of birth, photos, module marks and so on.

Therefore you **MUST**:

- Comply with QMUL's Data Protection Policy
- Comply with the Data Protection Act 1998

Please note that compliance with the Data Protection Policy is mandatory for all staff and disciplinary action may be taken against anyone who does not comply.

Also note that the Information Commissioner's Office has powers to punish any breaches of the DPA and that action may be taken against the individual concerned for offences committed, not necessarily against the organisation.

Briefly this means that you **MUST**:

- Take measures not to divulge personal data to those who do not have a right to it, for example by never sharing SITS passwords and locking your computer when it is unattended
- Never disclose any personal data to anyone whose identity cannot be verified, for example to a telephone enquirer regardless of who they claim to be
- Keep data for which you are responsible up-to-date, accurate and discard it when it is no longer required
- Only use the data for the specific purpose(s) for which it has been collected and for which you need it
- Take extra care where sensitive personal data is concerned (racial or ethnic origin, physical or mental health including any disability)