To those who intend to use the slideshow for a presentation

About the slideshow

- Originally **produced by the personal data management project** (reg. no STYR 2016/1173)
- The **aim** is to help employees communicate the content of the upcoming data protection regulation and what it means for Lund University.
- The **slideshow contains many slides**. It is important that you make a selection based on your presentation. To facilitate, we have labelled the slides as follows:
  - **General** – information which will benefit everyone
  - **Discussion** – non-essential information, intended to promote discussion
  - **Supplementary** – probably most suitable for in-depth discussions if you have plenty of time
  - **Focused** – select the example/s that are most relevant to your target group
- Some slides have **notes** that explain or exemplify the content, or include discussion points.

Parts

- **Part 1**: Focuses on general information about the new regulation, complemented by examples related to universities.
- **Part 2**: Requires an understanding of the content in Part 1. It has an IT and information security perspective, and is mainly intended for employees who are responsible for various IT systems containing personal data.
- **Part 3**: Explains the project in brief

Disclaimer

- As the General Data Protection Regulation is not yet in effect, some of the information is still uncertain.
- New versions of the slideshow may be published on: https://personuppgifter.blogg.lu.se/pagande-aktiviteter/kommunikationsfragar/downloads/
- **Feedback**
  - If you have any suggestions for improvements, please contact the project communications officer Jonas.Wisbrant@cs.lth.se.
Personal data management project at Lund University

VERSION NOVEMBER 2017
Project concerning personal data management

- New legislation in May 2018
- Report from the Internal Audit Office June 2016
## Background – Investigation of the current situation

<table>
<thead>
<tr>
<th>Challenges</th>
<th>Opportunities</th>
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<tbody>
<tr>
<td>Shared responsibility at the central level</td>
<td>Necessary expertise present within the organisation</td>
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<tr>
<td>Lack of support for system administrators and the organisation</td>
<td>Existing structures to build on</td>
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<tr>
<td>Decentralised organisation – many people involved</td>
<td>Active work to develop support for the management of research data</td>
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Measures at Lund University

**Permanent changes**
- Recruitment of a data protection officer
- Clear information security responsibility
- Coordination within the administration
- Support and assistance for the entire University
- Computer support for register of personal data processing
- Policy documents

**Adaptation to the new legislation**
- Follow the Swedish implementation
- Make inventory of existing personal data processing
- Review current IT systems
- Adapt the University’s system maintenance management model
- Inform all those concerned
The strategy

The university is to:

- signify to the Data Protection Authority our compliance with the regulation
- ensure that we are able to fulfil the data subjects’ rights
- keep a list of all processing of personal data

6 high-level strategies run by the project as far as possible

- Major PM3 systems ➔ Administration plans describing the system in relation to the GDPR
- Training for ALL staff and ALL students
- Coordinated organisation for advice and support
- Standardised information to the major data subject groups
- Register of personal data processing that links organisation ⇔ legal basis ⇔ IT system
- Procedures for managing the rights of data subjects
# Rough project plan per November 2017

<table>
<thead>
<tr>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>August</th>
<th>2019</th>
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<tbody>
<tr>
<td>System admin. PM3</td>
<td>Others</td>
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<td>Release</td>
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What to do now?

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