



# Stress Free Data Privacy Protection

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# #1 The Basics

In 10 minutes or less ....

# Purpose and outcomes

- After going through this presentation you should be able to appreciate:
  - The main principles of data protection.
  - The scope of data privacy protection and the difference with data security.
  - What constitutes personal data and processing.

# So, about that car ...

- Imagine lending your car to a friend, what would your expectations be of your friend?
  - That they would have been truthful and fair to you about why she wants the car.
  - That they would use your car in a lawful manner.
  - That they would only take what was necessary (not the caravan if she did not need it).
  - That they would take the spare tyre and anything else needed to ensure the car is roadworthy.
  - That they would give it back to you if you asked.
  - That they would keep it no longer than necessary for the purpose of borrowing it.
  - That they would keep it safe while in her possession.
  - That they would not lend it to anyone else.

# What is involved in this activity?

- Lender
  - You trust your friend.
  - You have rights, its still your car after all.
  - You have an expectation that the law will uphold your rights in case of problems.
- Borrower
  - You have to do the right things otherwise you can expect consequences!
    - Loss of trust, leading to missed future opportunities.
    - Demand for compensation
- This lending/borrowing activity involves much more that simply not damaging the vehicle!

# Seems obvious right?

- These are exactly the same considerations when processing personal data that belongs to someone else.
  - It should be processed in a fair and lawful manner.
  - It should be processed for a specific purpose.
  - Only the minimum personal data required for the purpose should be processed.
  - It should be accurate and kept up to date.
  - The rights of the data subject should be respected.
  - The information should be retained only for a period of time required for the purpose.
  - There should be adequate security measures to ensure the data are accessed by authorised individuals and only for the purposes stated.
  - The data should not be transferred except when adequate safeguards are in place and when compatible with the purpose.

# So its not only about data security

- Data Privacy Protection (commonly called just data protection) is about protecting the private life of an individual and ensuring personal data are processed lawfully.
- Ensuring security of data (either physical security or electronic security) is an important part, as it was with the security of the car, but its not the whole story



# So what is personal data?

- There is no very crystal clear definition, but basically anything that could directly or in combination with other available information identify an individual.
  - Name, address, nationality, date of birth are simple examples.
  - IP address, geo-location coordinates are less obvious.
  - All are considered to be personal data.
    - But context can be important too.

# Other categories of personal data

- Sensitive personal data
  - This includes racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data, other health and data relation to sex life
- Children's personal data
- These have their own set of legitimacy and constraints concerning processing.

# What is processing?

- More or less anytime you touch personal data it is “processing”.
  - Copying a file containing personal data.
  - Searching a database.
  - Viewing the contents of a file on a screen.
- Transferring data to another entity is a form of processing and has its own set of necessary safeguards.

# What does this all mean?

- As the owner of your personal data
  - You have rights, but they are not absolute.
    - In the example, your car could be repossessed if the payments are not made.
  - In general, you should know when and how your personal data are being processed.
- As someone who processes personal data
  - Transparency on the processing being done is important
  - You have to respect the rights of the owner
  - You must treat their data with care
- Further presentations will look deeper into the details of specific CERN situations.

# For more information

- You can give feedback by mailing [privacy.protection@cern.ch](mailto:privacy.protection@cern.ch)
- You can consult the Office of Data Privacy Protection website: [odpp.web.cern.ch](https://odpp.web.cern.ch)
- You can pose questions or report incidents directly to the odpp service through Service Now.

