

## **Data Policy - Faculty of Philosophy**

### **Data Sharing within Philosophy**

- Data will be shared amongst relevant staff members using Google shared drives administered by the School IT team. Users will be given access to use the shared drives as required and permissions will be managed by the School IT team.
- Users will also have access to their own password protected workstation disks where data may be stored but will not be backed up.

### **Data Backup & Retention**

- Google shared drives administered by the School IT team provide off-site storage/backup for business continuity purposes and in addition the School IT Team take a daily on-site backup of the Google shared drives for disaster recovery purposes.
- Staff and students are strongly encouraged to backup any important files that are used on desktop computers.
- Good data house keeping is encouraged in order that disk space is utilized efficiently and to ensure that data is not kept for any longer than its intended purpose in order to comply with GDPR/Data Protection regulations. See the [University's data protection policy](#) web page.
- Once user accounts are no longer needed they are removed together with any associated user data.

### **Web Site Content**

- Web site content is reviewed frequently, especially at the start of each term, and complies with the University's [GDPR data protection policy](#) and [Privacy policy](#).
- Certain content which should not be publicly available is password protected using Raven authentication.
- The IT Officer is the webmaster and has overall responsibility for the Faculty web site, in addition certain members of staff have responsibility for content as follows:
  - Undergraduate material – Senior Administrative Assistant, Administrative Assistant
  - Postgraduate material – Postgraduate Secretary
  - Library content – Librarian
  - Job Applications/Special Announcements – Administrative Officer