


Personal Data - Security Schedule

Unit:  
Prepared by:

Purpose: To list all the types of personal data held or processed by this unit and the security measures to be applied over the data.  
This schedule is to be distributed to all unit staff with access to the personal data listed.

Guidance: Please refer to the DCU Data Protection Webpage at the URL below for further guidance in relation to personal data.  
<https://www4.dcu.ie/ocoo/data-protection.shtml#overlay-context=ocoo/committee-structures.shtml>

Ref	Personal Data - Type, category or description	Data's format - Electronic / Paper / Both	Reason / purpose for holding onto the data	Responsibility for security of the data is assigned to	Who may access the data	Who may amend the data	To whom only may the data be provided or shared	Security controls in place over the data	How long is the data to be held?	Responsibility for deleting the data is assigned to	Method of disposal of the data	Any other comments
1	Gender	Electronic	To determine differences in preferences between the genders in the usage of our online service	Rory Williams Doyle	Rory Williams Doyle, Dr. Jennifer Foster	Rory Williams Doyle	Kamil Swituszak, Ilie Cebanu, Herman Krasovsky, Rory Williams Doyle, Jennifer Foster, Andrew McCarren	Password protection	Until April 18 <sup>th</sup> 2020	Rory Williams Doyle	Anonymization and deletion from the DCU Google drive folder in which it will be stored.	
2	Age Range	Electronic	To determine differences in preferences between age groups in the usage of our online service	Rory Williams Doyle	Rory Williams Doyle, Dr. Jennifer Foster	Rory Williams Doyle	Kamil Swituszak, Ilie Cebanu, Herman Krasovsky, Rory Williams Doyle, Jennifer Foster, Andrew McCarren	Password protection	Until April 18 <sup>th</sup> 2020	Rory Williams Doyle	Anonymization and deletion from the DCU Google drive folder in which it will be stored.	
3	Email Address	Electronic	To contact participants who have indicated that they wish too participate in future studies relating to our online service	Rory Williams Doyle	Rory Williams Doyle, Dr. Jennifer Foster	Rory Williams Doyle	Kamil Swituszak, Ilie Cebanu, Herman Krasovsky, Rory Williams Doyle, Jennifer Foster, Andrew McCarren	Password protection	Until April 18 <sup>th</sup> 2020	Rory Williams Doyle	Anonymization and deletion from the DCU Google drive folder in which it will be stored.	
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Personal Data Security Schedule	
Enter Unit Name Here	
Approved by: _____ Date _____	
V1 - Enter Appropriate Management Level here	