UNIVERSITY OF SUFFOLK

Data Security Policy Version: 1.0 (March 2024) Implementation date: March 2024 Owner:

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Responsibility	Owner			
Administration of subject access requests,				
response to data protection enquiries from staff	(Academic Registrar (AR)) and Head of Data			
and students	Governance			
Initial investigation and management of data	Academic Registrar (DPO) and Head of Data			
security breaches	Governance			
Overall responsibility for Data Management Policy,	Academic Registrar (DPO)			
authorisation of actions related to data security				
breaches, management and oversight of the Head				
of Data Governance and PA to the Academic				
Registrar, raising awareness of data protection				
across the University, and the provision of training				
and information for staff and students				
Overall responsibility for those aspects of data	Director of Digital			
security relating to University of Suffolk information				
technology systems				
Strategic liaison regarding data protection and	Chief Operating Officer			
data security with the Executive, Audit & Risk				
Committee and University of Suffolk Board				
Institutional approval of Data Protection Policy	Quality Committee			
Personal data to be handled in line with the	Staff and students handling personal data			
University of Suffolk Data Management Policy,				
best practice, and data protection legislation				