# BU_Core_CMYKportraitsml [Converted]

**Owner Director of HR Services**

**Version Number V.2**

**Revised Version 31st May 2023**

**Date of approval**

**Approved by Director of HR Services**

**Effective date 1st April 2012**

**Date of last review**

**Due for review** 1st May 2024 (or earlier if changes in legislation)

# 

# CONFIDENTIAL INFORMATION AND THE DATA PROTECTION ACT 2018

### **1. Confidential Information**

Unless so authorised by the University or required by your duties under your contract of employment, you must not use for your own benefit or gain, or divulge to any person(s), firm, company or other organisation whatsoever, any confidential information belonging to the University or relating to its affairs or dealings which may come to your knowledge during your employment.

All confidential records, documents and other papers (together with any copies or extracts thereof) made or acquired by you in the course of your employment shall be the property of the University and must be returned to it on the termination of your employment.

Confidential information includes all information which has been specifically designated as confidential by the University and any information which relates to the commercial and financial activities of the University, the unauthorised disclosure of which could embarrass, harm or prejudice the University. Confidential information also includes materials and data relating to examinations, students and/or staff designated as confidential by the University.

All information held on University Databases or in student or staff files is designated confidential.

### **2. UK General Data Protection Guidelines (GDPR) and the Data Protection Act 2018**

Please refer to Bournemouth University’s [Data Protection Policy for Staff and BU](http://intranetsp.bournemouth.ac.uk/policy/Data%20Protection%20Policy%20for%20Staff%20and%20BU%20Representatives.docx).