

# Protecting information. It's all about you.

What is 'personal information'?



Any information that relates to or identifies a person counts as 'personal information'.

Always talk to your line manager or contact the Data Protection Team if you're worried, or have any questions, about the way personal information is being handled where you work.

To make sure you keep personal information safe, ask yourself these three questions.



If something has gone wrong – personal information has been lost, or used in the wrong way – contact the

**IT Service Desk – 0330 606 1844 (Option 1)**

