**DATA PROTECTION STATEMENT – RESEARCH COSTING AND ANALYSIS**

The use of personal data is governed by the Data Protection Act 2018. It is important that all staff with access to the University’s Pre and Post Award Research solution in Unit4 understand the implications of the Act and how it affects their work at the University.

This statement offers guidance in the implementation of the University’s Data Protection Policy in respect of the use of Unit4. Failure to follow this guidance may be interpreted as a breach of the University’s disciplinary rules.

This statement applies to data held in both hard copy and electronic format, including that held in live, and test Unit4 data bases and files, and that accessed via the web.

**Access to Unit4 Research Costing & Analysis**

Access will not be given until users have attended the relevant training sessions either by the Unit4 support team or a representative from Pre or Post Award teams. All requests for new users must come to the Unit4 support desk [financesystemssupport@hud.ac.uk](mailto:financesystemssupport@hud.ac.uk) and be signed by their line manager.

**Use of data in Unit4**

Under the terms of the Act, personal salary data may only be used for the purpose for which it is intended, namely, costing research proposals and any subsequent project costing and analysis.

**Disclosure of information**

Individual salary data must not be disclosed to a third party without the consent of the member of staff.

Staff should also be aware of the consequences of disclosing personal staff data without permission. In certain cases this could lead to the criminal prosecution of the individual member of staff.

**More information**

Queries about data protection other than the use of data in Unit4 should be addressed in the first instance to the University’s Legal Office.

I understand the implications of the Data Protection Act as outlined above. I confirm that I will only make use of data for legitimate work purposes.

Name:

School/Service:

Signature:

Date: