# TABLE OF CONTENTS

1 INTRODUCTION
   1.1 Target audience 1
   1.2 Objectives 1

2 EUROPEAN LEGISLATION
   2.1 Privacy 2
   2.2 Data protection 3
   2.3 Core principles
      Special personal data 4
   2.4 Legal requirements of data processing
      Consent 5
   2.5 Examples
      When does the GDPR apply? 7
      Permitted? 7

3 RIGHTS AND OBLIGATIONS UNDER THE GDPR
   3.1 Rights of data subjects
      Right of access 9
      Right to rectification 10
      Right to restriction of processing 10
      Right to erasure 10
      Right to data portability 10
      Right to be forgotten 10
   3.2 Register 11
   3.3 Privacy Impact Assessment
      Parts 12
      Performing a PLA 13
   3.4 Cooperation with third parties
      Data processor agreement 13
      Cooperation within the University 14
   3.5 Data breaches 14

4 TECHNICAL AND ORGANIZATIONAL MEASURES 16
   4.1 Appropriate measures 16
   4.2 Locking the PC 16
   4.3 Passwords
      Creating a password 17
      Password generator 18
      Two-step verification 18