

## General Data Protection Regulation (2018) – A Summary

The GDPR is replacing the Data Protection Act (1998) as technology and ways of working have changed significantly over the past 20 years.

There are 4 important principles associated with the GDPR

1. Compliance/accountability
2. Transparency
3. Data minimisation
4. Individual's rights

### Compliance

- We have to show that we are compliant with GDPR.
- We have to keep an **Information Asset Register**. That will include, among other things,
  - a description of the personal data we are dealing with
  - and the legal reasons why it's being used.

### Transparency

- When dealing with personal data we must provide people with something called a Privacy or Information Notice.
- This will provide detailed information about how their data is processed.
- We have to tell people who we are (Parish Council), if we have one - the name of the Data Protection Officer, how to contact them, and what personal data we are collecting.
- We also need to state how long the data will be kept, what we will do with it - and why, and who it will be shared with.
- When we contact residents, we may need to ask them to *opt-in* to being contacted in the future, *every time* we contact them. They may have changed their mind and general consent is not allowed.

### Data minimisation

- When collecting data we must only collect the minimal amount of data necessary.
- Don't collect information for the sake of it
- Only collect what we really need to perform the purpose we have told them about in the Privacy Notice.
- The data we collect must not be kept for longer than necessary, for the purpose for which it was collected.
- Personal Data must be kept accurate and up-to-date – and deleted when no longer required.

## Individual's rights

Individuals have more control over their personal data

- Their right to request we **correct** any personal data we have about them
- Their right to request we **delete** certain kinds of personal data we have about them – also known as the right to be forgotten
- Their right to **restrict and object** to what we are using their data for
- And their right to move their personal data between the council and other organisations – that's called **data portability**.
- Children under 13 are not legally allowed to give consent.

Balancing our need to share information between other agencies with the need to keep Personal Data secure is important

Any data breaches **must** be reported to the UK Information Commissioner within 72 hours

Policy approved by Elkesley Parish Council at the meeting dated: 15<sup>th</sup> May 2018

The safeguards and controls relating to this Policy will be reviewed annually to ensure they are still relevant, efficient and effective.

Review date: May 2019

