General Data Protection Regulation

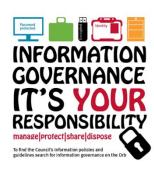
Community Councils

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Content

- Data protection journey so far
- Overview of GDPR
- Data Protection Principles (& what they mean)
- What you can do



GDPR: Why?

Because Data Protection has grown up...



Data Protection Act 1984

Related to electronic records, and limited processing activities.



Data Protection Act 1998

Provides a governance framework for personal data processing in any format. BUT rules are: pre Internet, pre profiling, pre business globalisation.



General Data Protection Regulation (GDPR)

The new world

Arrives 25 May 2018

- Harmonises data protection across member states
- Introduces a new privacy framework focussing on accountability i.e. demonstrating compliance
- Expands the definition of personal data
- Allows national derogations & UK regulator (ICO)
- European Data Protection Board
- Greater enforcement, bigger fines



Data Protection Principles

- Processed fairly and lawfully, and in a transparent manner
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary
- Processed in a manner that ensures appropriate security



What that means

- Only use the personal data you access as part of your Community Council role for Community Council business.
- Tell people why you need their data and what you will do with it.
- Only collect information you need.
- If the information might change over time, have a routine (but reasonable) process in place to keep it up to date.
 - e.g. review mailing lists every 3 years.
- Follow agreed retention rules for the records you manage
 - see CEC Information Governance guidance note.
 - make an arrangement with <u>Edinburgh City Archives</u> for historical records
- Have reasonable controls in place to keep personal data secure:
 - use 'Bcc' field when appropriate; keep papers secure;
 - understand security arrangements of websites/systems if used to collect/store personal data
 - if sharing personal data with other organisations, document arrangements so everyone knows what to do

What should I do?



Don't Worry!

- Agree how your council will handle its records.
- Document your processes so everyone knows them.
- Keep smiling

Questions?



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