



Rutland
County Council

General Data Protection Regulations (GDPR) Awareness for Parish & Town Councils

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Governance**

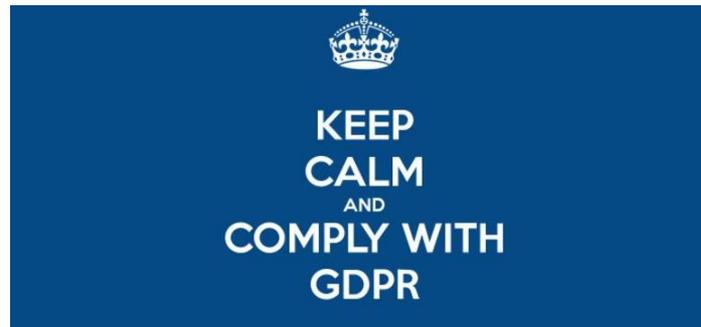




Better Rules for Parish & Town Councils

Stronger rules on data protection called General Data Protection Regulations (GDPR) are being introduced from 25 May 2018. This means citizens have more control over their data and organisations benefit from a level playing field. One set of rules for everyone operating in the EU, wherever they are based.

Act now!

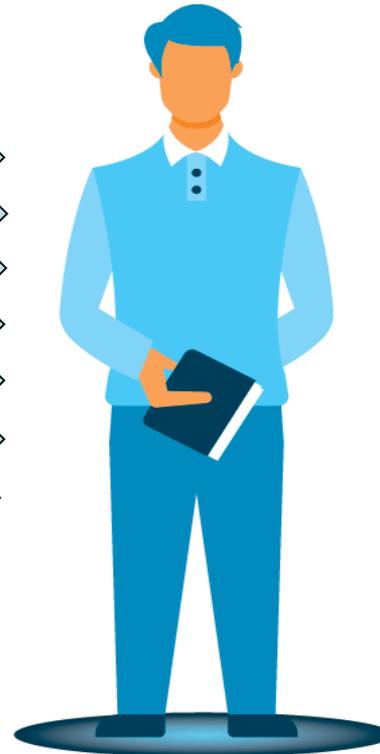




What is Personal Data?



- Name →
- Address →
- Localisation →
- Online identifier →
- Health information →
- Income →
- Cultural profile →
- and more →





Why Change the Rules?



It's about trust...

A lack of trust in old data protection rules held back the digital economy and quite possibly your organisation.

Only 15%...

of people feel they have complete control over the information they provide online.

And making life easier...

One set of rules for all organisations processing data in the EU.

The new system keeps costs down and will help build confidence



What Your Company Must Do

Protect the rights of people giving you their data

Consent

- Get their clear consent to process the data
- Collecting from children for social media?
 - Check age limit for parental consent

Communication

- Use plain language.
- Tell them who you are when you request the data.
- Say why you are processing their data, how long it will be stored and who receives it.

Access and portability

Let people access their data and give it to another organisation

Warnings

Inform people of data breaches if there is a serious risk to them.

Data transfer outside the EU

Make legal arrangements when you transfer data to countries that have not been approved by the EU authorities.



Protect the rights of people giving you their data

(continued)

Safeguarding sensitive data

Use extra safeguards for information on health, race, sexual orientation, religion and political beliefs.

Erase Data

- Give people the 'right to be forgotten'.
- Erase their personal data if they ask, but only if it doesn't compromise freedom of expression or the ability to research.

Profiling

If you use profiling to process applications for legally-binding agreements like loans you must:

- Inform your customers;
- Make sure you have a person, not a machine, checking the process if the application ends in a refusal;
- Offer the applicant the right to contest the decision.

Marketing

Give people the right to opt out of direct marketing that uses their data.



Keeping Records

Parish and Town Councils only have to keep records if data processing is:



- Regular
- A threat to people's rights and freedoms
- Dealing with sensitive data or criminal records

Records should contain:

- Name and contact details of business
- Reasons for data processing
- Description of categories of data subjects and personal data
- Categories of organisations receiving the data
- Transfer of data to another country or organisation
- Time limit for removal of data, if possible
- Description of security measures used when processing, if possible



Anticipate With Impact Assessments

Impact assessments may be required for HIGH-RISK processing, for example:

- New technologies
- Automatic, systematic processing and evaluation of personal information
- Large-scale monitoring of a publicly accessible area (e.g. CCTV)
- Large-scale processing of sensitive data like biometrics





The Data Protection Principles

Set out the Main responsibilities for organisations:

1. Processed lawfully, fairly and in a transparent manner in relation to individuals
2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. Accurate and, where necessary, kept up to date;
5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
6. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.



The Regulator



Information Commissioner's Office role is to uphold information rights in the public interest.

There are a number of tools available to the Information Commissioner's Office for taking action to change the behaviour of organisations and individuals that collect, use and keep personal information.

These include:

- criminal prosecution
- non-criminal enforcement and audit
- Monetary penalty notice on a data controller



QUESTIONS?

