

What local councils need to think about

Your system and software should be important considerations when looking to meet the requirements of GDPR. Most of what is required is process related – so you should think about the following:

- Identify what personal data you have and where it is stored.
- Implement robust governance on how it is accessed and used.
- Establish appropriate controls to prevent, detect and respond to data breaches and vulnerabilities.
- Ensure you can respond to requests from individuals asserting their data protection rights.
- Maintain documentation to ensure compliance – include records of processing activities and responses to requests from individuals.

Keep it simple – use SALC online guidance.

Step 1 – Awareness – does everyone in your Council know about these changes?

Step 2 – Data - So.. WHAT do you hold, WHY do you hold it and HOW do you process it?

Step 3 – Rights – do your processes meet individuals' new rights

Step 4 – Review - What "lawful basis" do you use for processing (eg CONSENT?). Update and create new policies and procedures.

Step 5 – Policies etc. - Data Protection Policy - Data Impact Assessments Handling Subject Access Requests and Cyber Security.

Suffolk Association of Local Councils

Unit 11a, Hill View
Business Park,
Claydon, Ipswich,
Suffolk. IP6 OAJ
www.salc.org.uk
admin@salc.org.uk
01473 833713



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Association of
Local Councils
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GDPR Learning Together

Understanding GDPR for Local Councils



What your Council needs to know

The General Data Protection Regulation (GDPR) is a new, Europe-wide law that replaces the Data Protection Act 1998 in the UK. The Regulations set out the requirements for handling personal data. These new Regulations are now in force and affect Local Councils. The purpose is to protect privacy rights of individuals by governing how information is managed and protected regardless of where the personal data is collected, transferred, stored or processed.

What is personal data?

Understanding whether you are processing personal data is critical to understanding whether the GDPR applies to your activities.

Personal data is information that relates to an identified or identifiable individual.

What identifies an individual could be as simple as a name or a number or could include other identifiers such as an IP address or a cookie identifier, or other factors.

[Click here for ICO detailed guidance.](#)

A Data Controller is a person/company that determines how and for what purpose personal data is collected, used, processed, disclosed and maintained.

A Data Processor is a person/company which processes (collects, stores, uses or discloses) personal data solely on behalf of a controller and in accordance with the instructions of a controller.

Data processing is an action performed on personal data whether or not by automated means. It includes collection, recording, storing, adapting, retrieving etc., Nearly anything that is done with personal data may be considered processing.

What does GDPR provide?

The new regulations provides individuals with certain rights and controls over their personal data. It also requires transparency over use of personal data and establishes security and other controls over how this data is protected.

The key principles of GDPR

- Transparency on the handling and use of personal data
- Limits personal data processing – it must be specified and deemed for a legitimate purpose.
- Limits personal data collection and storage – it must be for intended purposes.
- Enables individuals in certain situations to access, correct, delete or transfer their data to a third party, restrict or object to the processing of their personal data.
- Ensures personal data is protected using appropriate security measures.
- Limits storage of personal data for only as long as necessary for its intended purpose.

Online Guidance

(to access place mouse on box, hold down the **control key and click**)

[Click here for ICO guidance on **LAWFULNESS**](#)

[Click here for the **ICO explanation of a privacy notice**](#)

[Click here to see **intro to SALC online guidance**](#)

[ICO film – “**The Lights Are On**”](#)

