

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.

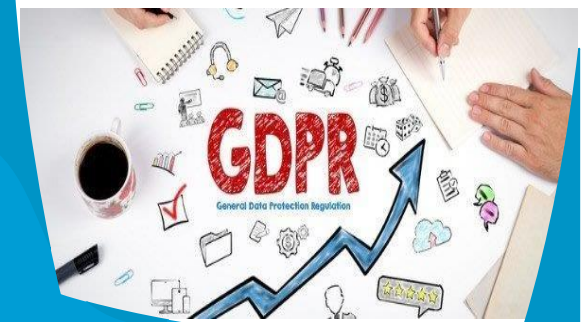
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Lawful bases under GDPR

A guide for local councils



What your Council needs to know

The General Data Protection Regulation (GDPR) sets out **six lawful bases** for processing data. It is likely more than one will apply at the same time. You must include in your privacy notice which lawful basis you are relying on.

Online Guidance

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

Consent

The individual has given clear consent for you to process their personal data for one or more specific purpose.

Contract

The processing is necessary for a contract you have with an individual, or because they have asked you to take specific steps before entering into a contract.

Legal obligation

The processing is necessary for you to comply with the law (not including contractual obligations).

Vital interests

The processing is necessary to protect someone's life or wellbeing.

Public task

The processing is necessary for you to perform a task in the public interest or for your official functions and the function or task has a clear basis in law.

Legitimate interests

The processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is good reason to protect the individual's personal data which overrides those legitimate interests.

Types of consent	Example in practice
Consent	Secondary processing – (marketing)
Contract	Brown bins, buying tickets for a show, salaries
Legal obligation	Processes covered by Acts of Law – eg official investigations
Vital interest	Safeguarding vulnerable adults and children
Public task	Collecting council tax – election register – waste disposal
Legitimate interest	Surveys – making our services better. Complaints – responding.

[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**”](#)

