

# General Data Protection Regulation

## Community Councils

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# Content

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

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# GDPR: Why?

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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)

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# The new world

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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

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# Data Protection Principles

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- 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

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# What that means

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- 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 [Edinburgh City Archives](#) 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

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# What should I do?

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## **Don't Worry!**

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

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# Questions?

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