

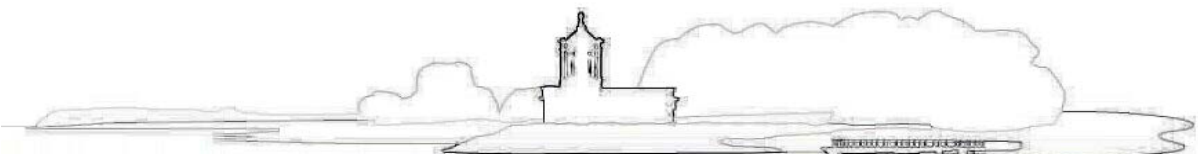


Rutland County Council

Data Protection Policy

Version & Policy Number	Version one
Guardian	Data Protection Officer
Date Produced	May 2018
Next Review Date	June 2021

Approved by Cabinet	19 June 2018
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SUMMARY OF DOCUMENT

Rutland County Council is committed to a policy of protecting the rights and privacy of individuals, including service users, staff and others, in accordance with the General Data Protection Regulation (GDPR) May 2018.

The new regulatory environment demands higher transparency and accountability in how the Council manage and use personal data. It also accords new and stronger rights for individuals to understand and control that use.

The GDPR contains provisions that we will need to be aware of as data controllers, including provisions intended to enhance the protection of service users' personal data. For example, the GDPR requires that:

We must ensure that the Council has privacy notices that are written in a clear, plain way that staff and service users will understand.

Rutland County Council needs to process certain information about its staff, service users and other individuals with whom it has a relationship for various purposes such as, but not limited to:

- The recruitment and payment of staff.
- The administration of services.
- Collecting payments and fees.
- Complying with legal obligations.

To comply with various legal obligations, including the obligations imposed on it by the General Data Protection Regulation (GDPR) Rutland County Council must ensure that all this information about individuals is collected and used fairly, stored safely and securely, and not disclosed to any third party unlawfully.

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1. COMPLIANCE

- 1.1 This policy applies to all staff and service users of Rutland County Council. Any breach of this policy or of the Regulation itself will be considered an offence and the Council's disciplinary procedures will be invoked.
- 1.2 As a matter of best practice, other agencies and individuals working with Rutland County Council and who have access to personal information, will be expected to read and comply with this policy. It is expected that departments who are responsible for dealing with external bodies will take the responsibility for ensuring that such bodies sign a contract which among other things will include an agreement to abide by this policy.
- 1.3 This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments to the GDPR and other relevant legislation.

2. GENERAL DATA PROTECTION REGULATION (GDPR)

- 2.1 This piece of legislation comes in to force on the 25 May 2018. The GDPR regulates the processing of personal data, and protects the rights and privacy of all living individuals (including children), for example by giving all individuals who are the subject of personal data a general right of access to the personal data which relates to them. Individuals can exercise the right to gain access to their information by means of a 'subject access request'. Personal data is information relating to an individual and may be in hard or soft copy (paper/manual files; electronic records; photographs; CCTV images), and may include facts or opinions about a person.

3. RESPONSIBILITIES UNDER THE GDPR

- 3.1 Rutland County Council will be the 'data controller' under the terms of the legislation – this means it is ultimately responsible for controlling the use and processing of the personal data. The council appoints a Data Protection Officer (DPO), who is available to address any concerns regarding the data held by the council and how it is processed, held and used.
- 3.2 The Senior Management Team is responsible for all day-to-day data protection matters, and will be responsible for ensuring that all members of staff and relevant individuals abide by this policy, and for developing and encouraging good information handling within the council.
- 3.3 The DPO is also responsible for ensuring that the council's registrations is kept accurate. Details of the council's registrations can be found on the Office of the Information Commissioner's website. Compliance with the legislation is the personal responsibility of all staff who process personal information.

3.4 Individuals who provide personal data to the Council are responsible for ensuring that the information is accurate and up-to-date.

4. DATA PROTECTION PRINCIPLES

4.1 The legislation places a responsibility on every data controller to process any personal data in accordance with the seven principles. More detailed guidance on how to comply with these principles can be found on the Information Commissioners website (www.ico.gov.uk).

4.2 In order to comply with its obligations, Rutland County Council undertakes to adhere to the eight principles:

- 1) **Process personal data fairly, lawfully and transparently** - Rutland County Council will make all reasonable efforts to ensure that individuals who are the focus of the personal data (data subjects) are informed of the identity of the data controller, the purposes of the processing, any disclosures to third parties that are envisaged; given an indication of the period for which the data will be kept, and any other information which may be relevant.
- 2) **Process the data for the specific and lawful purpose for which it collected that data and not further process the data in a manner incompatible with this purpose** - Rutland County Council will ensure that the reason for which it collected the data originally is the only reason for which it processes those data, unless the individual is informed of any additional processing before it takes place.
- 3) **Ensure that the data is not excessive in relation to the purpose for which it is processed** - Rutland County Council will not seek to collect any personal data which is not strictly necessary for the purpose for which it was obtained. Forms for collecting data will always be drafted with this mind. If any irrelevant data are given by individuals, they will be destroyed immediately.
- 4) **Keep personal data accurate and, where necessary, up to date** - Rutland County Council will review and update all data on a regular basis. It is the responsibility of the individuals giving their personal data to ensure that this is accurate, and each individual should notify the Council if, for example, a change in circumstances mean that the data needs to be updated. It is the responsibility of the Council to ensure that any notification regarding the change is noted and acted on.
- 5) **Only keep personal data for as long as is necessary** - Rutland County Council undertakes not to retain personal data for longer than is necessary to ensure compliance with the legislation, and any other statutory requirements. This means Rutland County Council will undertake a regular review of the information held and implement a weeding process.

Rutland County Council will dispose of any personal data in a way that

protects the rights and privacy of the individual concerned (e.g. secure electronic deletion, shredding and disposal of hard copy files as confidential waste).

- 6) **Put appropriate technical and organisational measures in place against unauthorised or unlawful processing of personal data, and against accidental loss or destruction of data** - All members of staff are responsible for ensuring that any personal data which they hold is kept securely and not disclosed to any unauthorised third parties.

Rutland County Council will ensure that all personal data is accessible only to those who have a valid reason for using it.

Rutland County Council will have in place appropriate security measures e.g. ensuring that hard copy personal data is kept in lockable filing cabinets/cupboards with controlled access (with the keys then held securely in a key cabinet with controlled access):

- keeping all personal data in a lockable cabinet with key-controlled access.
- password protecting personal data held electronically.
- archiving personal data which are then kept securely (lockable cabinet).
- placing any PCs or terminals, CCTV camera screens etc. that show personal data so that they are not visible except to authorised staff.
- ensuring that PC screens are not left unattended without a password protected screen-saver being used.

In addition, Rutland County Council will put in place appropriate measures for the deletion of personal data - manual records will be shredded or disposed of as 'confidential waste' and appropriate contract terms will be put in place with any third parties undertaking this work. Hard drives of redundant PCs will be wiped clean before disposal or if that is not possible, destroyed physically.

This policy also applies to all staff who process personal data 'off-site', e.g. when working at home, and in circumstances additional care must be taken regarding the security of the data.

- 7) **To take responsibility and accountability for what you do with personal data and how you comply with the other principles** - Rutland County Council has processes in place and takes appropriate technical and organisational measures to record and be able to demonstrate our compliance with GDPR. Such as:

- adopting and implementing data protection policies;
- putting written contracts in place with organisations that process personal data on our behalf;
- maintaining documentation of our processing activities;

- implementing appropriate security measures;
- recording and, where necessary, reporting personal data breaches;
- carrying out data protection impact assessments for uses of personal data that are likely to result in high risk to individuals' interests;
- appointing a Data Protection Officer

5. CONSENT AS A BASIS FOR PROCESSING

5.1 Although it is not always necessary to gain consent from individuals before processing their data, it is often the best way to ensure that data is collected and processed in an open and transparent manner. Consent is especially important when Rutland County Council is processing any sensitive data, as defined by the legislation.

5.2 Rutland County Council understands consent to mean that the individual has been fully informed of the intended processing and has signified their agreement (e.g. via a form) whilst being of a sound mind and without having any undue influence exerted upon them. Consent obtained on the basis of misleading information will not be a valid basis for processing. Consent cannot be inferred from the non-response to a communication.

Personal Details

- For the purposes of the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) you consent to the Council holding and processing personal data including sensitive personal data of which you are the subject, details of which are specified in the Council's data protection policy.
- This will include marketing images and the Council CCTV.

5.3 Rutland County Council will ensure that any forms used to gather data on an individual will contain a statement (Privacy Notice) explaining the use of that data, how the data may be disclosed and also indicate whether or not the individual needs to consent to the processing.

5.4 Rutland County Council will ensure that if the individual does not give his/her consent for the processing, and there is no other lawful basis on which to process the data, then steps will be taken to ensure that processing of that data does not take place.

6. SUBJECT ACCESS RIGHTS (SARS)

6.1 Individuals have a right to access any personal data relating to them which are held by the Council. Any individual wishing to exercise this right should apply in writing to the Data Protection Officer. Any member of staff receiving a SAR should forward this to the Data Protection Officer.

6.2 Under the terms of the legislation, any such requests must be complied with within one month of receipt.

- 6.3 For detailed guidance on responding to SARs, see the Rutland County Council website (rutland@rutland.gov.uk).

7. DISCLOSURE OF DATA

- 7.1 Only disclosures which have been notified under the Council's Data Protection process must be made and therefore staff should exercise caution when asked to disclose personal data held on another individual or third party.
- 7.2 Rutland County Council undertakes not to disclose personal data to unauthorised third parties, including family members, friends, government bodies and in some circumstances, the police.

Legitimate disclosures may occur in the following instances:

- the individual has given their consent to the disclosure.
 - the disclosure is required for the performance of a contract.
- 7.2 There are other instances when the legislation permits disclosure without the consent of the individual. For detailed guidance on disclosures see the Information Commissioners Office website (ico.org.uk).
- 7.3 In no circumstances will Rutland County Council sell any of its databases to a third party.

8. PUBLICATION OF COUNCIL INFORMATION

- 8.1 Rutland County Council publishes various items which will include some personal data, e.g.
- event information.
 - photos and information in marketing materials.

9. EMAIL

- 9.1 It is the policy of Rutland County Council to ensure that senders and recipients of email are made aware that under the GDPR, and Freedom of Information Legislation, the contents of email may have to be disclosed in response to a request for information. One means by which this will be communicated will be by a disclaimer on the Council's email.
- 9.2 Under the Regulation of Investigatory Powers Act 2000, Lawful Business Practice Regulations, any email sent to or from the Council may be accessed by someone other than the recipient for system management and security purposes.

10. CCTV

- 10.1 There are some CCTV systems operating within Rutland County Council for the purpose of protecting people and property. Rutland County Council will only

process personal data obtained by the CCTV system in a manner which ensures compliance with the GDPR.

11. PROCEDURE FOR REVIEW

11.1 This policy will be updated as necessary to reflect best practice or future amendments made to the General Data Protection Regulation (GDPR) May 2018.

11.2 Please follow this link to the ICO's website (www.ico.gov.uk) which provides further detailed guidance on a range of topics including individuals' rights, exemptions from the Act, dealing with subject access requests, how to handle requests from third parties for personal data to be disclosed etc.

For help or advice on any data protection or freedom of information issues, please do not hesitate to contact:

The Data Protection Officer (DPO): Sue Bingham

**A large print version of this document is available on
request**



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