



Data Protection Policy

Item	Details
Reference:	Information Governance-1 DPP
Status:	Draft
Originator:	Head of Legal & Support Services
Owner:	Data Protection Officer
Version No:	1:1
Date:	[To be inserted once approved and published]

Key policy details

Approvals

Item	Date of Approval	Version No.
Consulted with N/A		
Reviewed by Audit and Governance Committee	7 August 2024	1:1
Approved by Cabinet	24 September 2024	1:1

The policy owner has the authority to make the following minor changes without approval.

Operational Changes - any modification in data protection procedures or required alignments with other documents within the Information Governance Framework.

Regulatory Decisions - when Court or regulatory decisions impact information security practices.

Guidance Changes - If there are changes in regulatory guidance related to data protection the policy owner should review and update this policy accordingly.

Policy Location

This policy can be found at NWLDC's website and the Sharepoint page under current policies tab.

Revision History

Version Control	Revision Date	Summary of Changes
1:1	July 2024	Creation of Document

Policy Review Plans

This policy is subject to a scheduled review once every year or earlier if there is a change in legislation or local policy that requires it.

Distribution

Title	Date of Issue	Version No.
Distributed to Cabinet	24 September 2024	1:1
Published on NWLDC Website	TBC	1:1

Data Protection Policy

1. Introduction

North West Leicestershire District Council ('the Council') has responsibilities under the Data Protection Act 2018(DPA 2018), UK General Data Protection Regulation (UK GDPR), Local Government Acts and the Human Rights Act 1998 to protect rights of privacy and ensure that personal data is sufficiently protected when it is being processed.

The Council is required as part of its overall information governance structure to ensure that appropriate controls are implemented and maintained in the collection and use of personal information pertaining to its customers, clients and staff and that these are in accordance with the requirements of the current data protection law (the DPA 2018 and the UK GDPR along with other legislation).

In most cases the Council will be the data controller for the personal data it processes. A data controller is the organisation or person who determines and controls the purpose for the processing of personal data. In some cases, the Council may be a joint data controller with another organisation.

There may also be circumstances in which the Council has appointed a third party to process data on its behalf and in such circumstances that party will be a data processor but the Council will remain the data controller.

This policy sets out the Council's approach to complying with the above legislation in relation to data protection and forms part of the Council's Information Governance Framework, which applies to all staff including employees, councillors, agency staff, contractors, volunteers or any other persons who have access to, or use the Council's information concerning personal data.

2. Scope

This policy forms part of the Council's Information Governance Framework, which applies to all staff including employees, councillors, agency staff, contractors, volunteers or any other persons who have access to, or use the Council's information.

The scope of this policy requires compliance with the principles defined in law.

Personal data is defined as:

Any information related to an identified or identifiable living natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person (Article 4 UK GDPR).

Special category personal data is defined as personal data relating to any of the following (Article 9 UK GDPR):

- Racial or ethnic origin.
- Political opinions.
- Religious or Philosophical beliefs.
- Trade Union membership.

- Genetic or biometric data for the purpose of uniquely identifying a natural person.
- Data concerning health.
- Sex life or sexual orientation.

Criminal Offence data is personal data relating to criminal convictions and offences or related security measures (Article 10 UK GDPR).

Criminal offence data can only be processed:

- Under the control of official authority, or
- If authorised by domestic law - this means that one of the conditions in schedule 1 of the DPA is met.

All personal data must be protected. Special category personal data and criminal offence data may require special protection measures.

3. Principles of Good Practice

The UK GDPR includes principles which must be adhered to whenever personal data is processed. Processing includes obtaining, recording, using, holding, disclosing and deleting personal data.

All personnel processing personal data must ensure they adhere to the principles as defined in the data protection law which require that personal data is:

- Used fairly lawfully and transparently.
- Used for specific explicit purposes.
- Used in a way that is adequate, relevant and limited to only what is necessary.
- Accurate and where necessary kept up to date.
- Kept for no longer than is necessary.
- Handled in a way that ensures appropriate security including protection against unlawful or unauthorised processing, access, loss destruction or damage.

4. Access and use of Personal Data

This policy applies to everyone that has access to personal data and includes any third party or individual who conducts work on behalf of North West Leicestershire District Council or who has access to personal data for which the council is responsible and who will be required contractually or otherwise to comply with this policy.

The Policy is also applicable to Members who create records in their capacity as representatives of the council.

It is an offence for any person to knowingly or recklessly obtain, procure or disclose personal data, without the permission of the data controller.

All data subjects are entitled to:

- Be informed about how data is being used.
- Access personal data.
- Have correct data updated.
- Have data erased.
- Stop or restrict the processing of data.
- Data portability (allow data subjects to get and reuse data for different services).

- Object to how data is being processed in certain circumstances.

The above rights are not absolute and only apply in certain circumstances

The Council will process all personal data in accordance with the relevant legislation. Where the Council is seeking to pursue a new project or process that involves the use of personal data, a data protection impact assessment will be carried out to assist the Council in systematically analysing, identifying and minimising the data protection risks.

The Council will only process personal data where it complies with the data protection principles under the legislation and in doing so will only process the minimum personal data required for the intended purpose. The Council will also seek to use anonymised data where appropriate to do so in order to avoid the retention of personal data where it is not necessary to retain it.

In the collection and retention of personal data, the Council will take reasonable steps to ensure that the personal data held is accurate, up-to-date and not misleading. All personal data will be retained in accordance with the Council's retention schedule.

The Council holds an information asset register, which includes information about data processing activities and any systems that process personal information.

Personal data will be processed and stored by the Council in accordance with the Council's IT Security Policy. Where the Council appoints a third party to process personal data on its behalf, it will enter into a data processing agreement with the third party to ensure that the personal data is sufficiently protected. The Council will ensure that information processed by third parties is done so in line with legal requirements and good practice.

The Council has privacy notices which explain why it collects personal data, how that personal data is used and shared (if applicable), and the rights that people have over their personal data.

5. Sharing Personal Data

There may be a need for the Council to share personal data that it holds with another party, in which case it will only do so where it has a legal obligation, power or permission to do so. Where appropriate, individuals will be informed that their personal data is being shared and any personal data shared will be undertaken confidentially and securely.

The Council will ensure that data sharing agreements are in place (where appropriate) to set out the terms on which personal data will be shared with another party. The Council also maintains a register of data sharing arrangements.

Where personal data is being transferred, the Council will endeavour not to transfer personal data outside of the European Union, to third countries or international organisations unless there is a legal requirement to do so or it can be evidenced that appropriate safeguards are in place as required by data protection legislation. In the event that international transfers are being considered, a data protection impact assessment will be undertaken.

Personal data within the Council will only be accessed by those employees that need to access the information for their role and business need. There may be circumstances in which it is appropriate to limit access to certain personal data to specific members of staff, due to the sensitive nature of the personal data and/or how it is being used.

6. Information Security Incidents

The Council has a procedure for reporting, logging and investigating information security incidents. Where such information security incidents indicate that there has been a breach of data protection legislation, the Council will consider whether it is appropriate and necessary to report the breach to the Information Commissioner's Office in accordance with the Council's procedure.

All incidents of a personal data breach must be reported to the Data Protection Officer via the [staff portal](#). As much information as possible should be provided and reported as soon as or within '24hrs' of the incident being identified.

An information security incident includes but is not restricted to the following:

- The loss or theft of data or information.
- The transfer of data or information to those who are not entitled to receive that information.
- Attempts (either failed or successful) to gain unauthorised access to data or information storage or a computer system.
- Changes to information or data or system hardware, firmware or software characteristics without the Council's knowledge.
- The unauthorised use of a system for the processing or storage of any data by any person.

7. CCTV and Surveillance Camera Technologies

The Council recognises that images and audio recordings of identifiable individuals captured by surveillance camera systems (e.g. CCTV; body worn cameras, drones etc) are personal data and will be subject to the same provisions and safeguards afforded by data protection legislation as other types of personal information.

The Council has a CCTV policy which sets out how it will ensure that the data protection legislation will be complied with and takes account of the Surveillance Camera Commissioner's Code of Practice.

CCTV and surveillance camera technologies will only be used where it is necessary and proportionate to achieve its objective. The introduction of new CCTV and surveillance camera technologies will be subject to a data protection impact assessment.

Further Information

The Information Commissioner's Office (ICO) is the independent authority set up to monitor compliance with the Data Protection Act and General Data Protection Regulation. It also issues guidance and good practice notes. You can contact the ICO here [Information Commissioner's Office \(ICO\)](#).

The ICO can consider complaints about an organisations failure to comply with the Act and regulations following the initial reply from that organisation.

Equality Analysis

Completion of Equality Impact Assessment (EIA) Form

Has an EIA form been completed as part of creating / reviewing / amending this policy?	Please tick: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, where can a copy of the EIA form be found?	Available upon request
If no, please confirm why an EIA was not required?	