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| UDRN | 002 |
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Data Protection Policy

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| Author | Lee Downey, Complaints & Information Governance Manager |
| Date | April 2022 |
| Version | 2.0 |



| Version History | | | |
|------------------------|-------------|---------------------------|---------------|
| Version | Date | Summary of changes | Editor |
| 2.0 | 22/04/2022 | General review | LD |
| 1.0 | 25/06/2018 | Original policy | LD |

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| Approval | |
| Approved by | SIGG |
| Date | 22/04/2022 |
| Reference | |

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| Quality Control | |
| Passed by | Krystal White, Xentrall ICT PEPO |
| Date | 25/04/2022 |
| Reference | |



1. Objective

The objective of this policy is to ensure that personal data is processed by the Council in accordance with the requirements of the UK General Data Protection Regulations (GDPR)/the Data Protection Act 2018.

2. Definitions

| Term | Definition |
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| Data controller | Means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law. |
| Data subject | An individual who is the subject of personal data. |
| Personal data | Means any information relating to an identified or identifiable 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. |
| Processing | Means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction. |

3. Policy statements

The Council will ensure that:

- (a) the recruitment and selection process incorporates appropriate pre-employment checks commensurate with the post
- (b) all staff are aware of, and understand, their responsibilities in relation to processing personal data
- (c) roles and responsibilities in relation to processing personal data are clearly defined and documented, and effectively communicated
- (d) effective policies, standards, processes, procedures and guidelines in relation to processing personal data are developed and implemented



- (e) contractors, partners and other external parties are given documented instructions, as required, in respect of processing personal data for which the Council is the data controller
- (f) data subjects are informed of the way in which their personal data is processed by the Council

4. Policy review

This policy will be reviewed by the Information Management Team at least annually, or when significant changes occur that may affect data protection requirements.