

Data Protection Policy review

The Northampton Borough Council (NBC) Data Protection Policy has undergone a comprehensive review in response to changes imposed by the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018 (DPA 2018) which took effect on the 25th May 2018.

The following areas of the Data Protection Policy have been reinforced within the remit of this comprehensive review:

- The mandatory expectations, responsibilities and sanctions upon the Council, Councillors, Line Managers and employees, imposed within the GDPR and DPA 2018.
- Embedding of 6 Data Principles underpinning legal obligations and demonstrating the commitment of the Council to go further than the letter of the law.
- Definition of Personal Data and Special Categories of personal data as prescribed within the GDPR.
- The natural process and controls underpinning data management:
 - Collection – necessity for Corporate and localised Data Privacy Notices and basis of lawful reasons for processing;
 - Holding – security of data throughout its journey and the requirement for accurate, succinct and verifiable records, utilisation of electronic access controls (passwords and restricted access) and corporate drive structures;
 - Accessing – controls associated with accessing electronic data together with the security and storage requirements of physical data underpinned through the Clear Desk Policy;
 - Processing – expectations for the processing of data summarised within data audits and mapping and Data Privacy Notices together with the introduction of a Protective Markings Scheme;
 - Subject Rights – individual rights for data use, rectification, erasure, restriction, portability, automated decision making and profiling and data breaches, together with individual rights for Subject Access;
 - Sharing – reinforcement of the Data Sharing Code of Practice embedding good practices for the sharing of information, use of Data Sharing (or Processing) Agreements and adherence to National Fraud Initiatives;
 - Transmitting and/or Transportation – assessment of risks associated with the movement of data and methods available for both physical and electronic data transmission/transportation;
 - Encrypting – adoption of layered controls restricting access to systems and data extraction for static and moveable hardware;
 - Assessing and retaining – introduction of Data Privacy Impact Assessments (DPIA) to underpin both the regular review and redesign of processes and systems allowing identification and mitigation of risks associated with change;
 - Destroying and Decommissioning – methodologies for the safe destruction of physical and electronic data, including hardware. Introduction of replacement waste destruction mechanisms and Data Retention Policy;

from initiation of our relationship with our customer and throughout the data processing life cycle encompassing how data is captured, stored, used and shared; including the methodology for secure destruction.

Data Protection Summary Document	
Presented by: David Taylor, Information Governance	18 th July 2018
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- Introduction of Guidance Notes, to support Council employees, elaborating on the natural processes underpinning data management.
- Dependency on peripheral Policies; ICT, Data Destruction Policy, Protective Marking requirements.
- Responsibility and accountability for compliance with legislation and the Data Protection Policy through adoption of a controlled and auditable approach.
- Duties of the Data Controller (DC) and Data Protection Officer (DPO).
- Responsibility for the education programme of employees and Councillors at commencement of employment and on a no less than annual basis.

Summary

Following approval, a formal Communication and Audit Strategy will be established and embedded to ensure that all employees within NBC read, understand and comply with the expectations outlined within the Policy.

Appendices

Appendix A – NBC Corporate Data Protection Policy

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