

Data protection

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Where we are so far

- Data Protection Act 1998 – previous rules
- General Data Protection Regulations (GDPR) – EU directive which now forms the Data Protection Act 2018. Came in to force on 25 May 2018, but only received royal assent on 23 May!
- Information Commissioner's Office (ICO) took a long time to work on their guidance and are still developing it
- Although the rules are now in place they will take a light touch to enforcement to start with unless you do something stupid

What's changed?

“GDPR is an evolution in data protection, not a total revolution.

It demands more of organisations in terms of accountability for their use of personal data and enhances the existing rights of individuals.

GDPR is building on foundations already in place for the last 20 years.”

Elizabeth Denham: Information Commissioner



What is personal data?

- Anything that identifies or refers to a specific person
- Name, contact details, personal characteristics
- Does not have to include their name if it's clear who someone is from the data e.g. job title, postcode
- Personal characteristics far more strict e.g. health, protected characteristics, political affiliations etc, but won't generally apply to community rail
- Applies whether held electronically or on paper

Key principles of GDPR

- All use of personal data is fair and lawful
- You are clear and specific about what data you are collecting on individuals, and that it is only being used for legitimate purposes that you have told them about
- That the information you collect is limited to what is needed for you to fulfil your function and that you aren't just harvesting lots of data that you don't need
- That the information you hold is kept up to date and is accurate
- The information is only kept for as long as you need it
- That when you 'process' the information it is kept secure

What you need to do/have done

Awareness



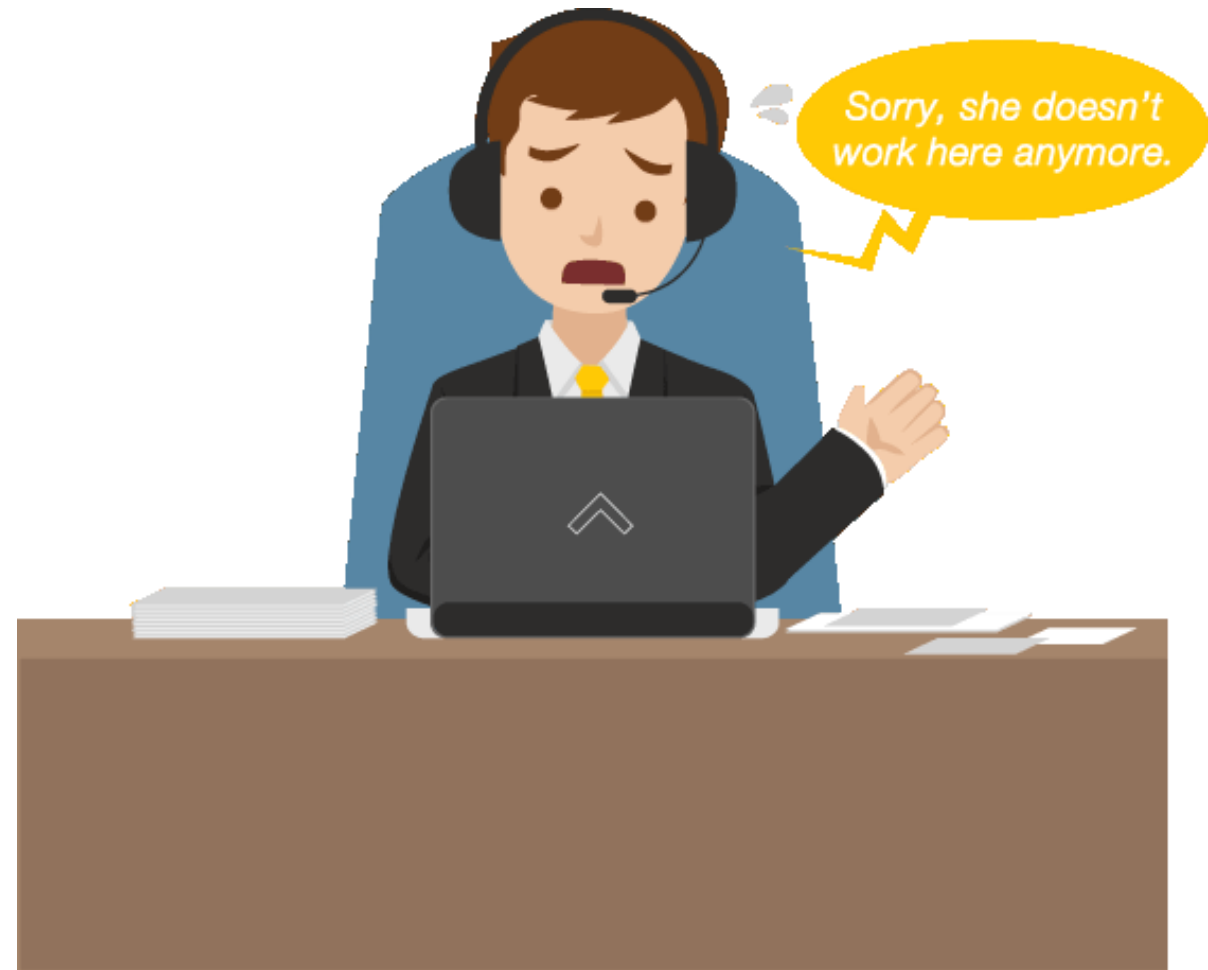
Audit your data



Opt-in



Keep your data up to date



Keep your data secure



More information

- ACoRP guidance available:
communityrail.org.uk/resources-ideas/reports-resources-tools
- Call Information Commissioner's Office on 0303 123 1113 (option 4) for help aimed at small organisations and charities
- Third sector bodies such as NCVO are helpful



Any questions?