

# Data Protection Awareness Training

For casual, agency workers,  
contractor staff and staff with no  
electronic access

August 2019

Mole Valley District Council is committed to protecting the information that it processes within its services. Data processing includes anything we do to, or with, personal information, such as filing, updating, copying, checking, sharing and storing. We are obliged under law to specifically protect personal data.

## **What is personal data?**

Personal data is anything that could allow a living person to be identified such as:

- name, address, date of birth, National Insurance Number, employment details

Special categories of personal data can be more sensitive in nature and therefore require a higher level of protection. Special categories of personal data include:

- Race or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data
- Biometric data
- Health data
- Sexual orientation

## **Why data protection is important**

Mole Valley District Council is a 'data controller' and is legally required to ensure that personal data is:

- Fairly, transparently and lawfully processed
- Processed only for specified purposes
- Adequate, relevant and limited to what is necessary
- Accurate and kept up to date
- Not kept for longer than is necessary
- Kept secure (both technically and procedurally)
- Not transferred outside of the EU\* without adequate protection

## Legal Basis for Processing

There must be a valid lawful basis in order to process personal data.

There are six available lawful bases for processing, listed below. No single basis is 'better' or more important than the others – which basis is most appropriate to use will depend on the purpose of the processing and the relationship with the individual.

- Consent
- Contract
- Legal Obligation
- Vital Interests
- Public task
- Legitimate Interests
- Special Category Data
- Criminal Offence data

You **MUST** be satisfied that at least one of the above lawful bases applies to any processing of personal data by you **BEFORE** you process it. If in doubt, please speak with your manager.

## Individual Rights

In addition data subjects have a number of rights (which will include some or all of the following) as follows:

- Right to be informed (usually by way of a Privacy Notice)
- Right of access, also known as a Subject Access Request (SAR)
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Rights relating to automatic decision making and profiling

## What do I need to do?

It is the responsibility of everyone who works for the Council to make sure that personal data is kept secure and confidential.

Please help us keep the personal data that the Council holds safe by following the golden rules below.

Further information on data protection is available on the Council's intranet site Molly: General Data Protection Regulations (GDPR), and please ask your manager (for those who do not have access to a Council laptop) if you need access to this.

## Golden Rules for handling personal data

- If you learn something about someone at work – make sure that information stays at work:
  - Only discuss it/ share it with others at work if they need to know the information
  - Do not discuss it/ share it outside of work with others even if you THINK that they may know it.
- Return any paperwork to work for confidential shredding.
- If someone asks you to share personal data – ask why, what, and how. If you are unsure, ask your supervisor or line manager. Do not share more personal data than is needed for the purpose for which it is being processed.
- A security incident occurs if any information is seen, accessed by or overheard by anyone who doesn't need to know about it, or is held on any equipment or in hardcopy that is lost or mislaid.
- Incidents happen! Tell us when personal data is lost, stolen or shared by mistake.

The council Data Protection Officer is Tom Penlington. Tom can be contacted for any data protection queries on

[Tom.Penlington@molevalley.gov.uk](mailto:Tom.Penlington@molevalley.gov.uk)

Extension: 3354.

\*If the UK leaves the EU without an Agreement being in place (a no deal Brexit), then personal data should not be processed outside the UK unless this is permitted by the EU GDPR. If there is a no deal Brexit and you become aware of personal data being processed outside the UK (eg, by storage in the Cloud) please report this to your manager immediately.

**Declaration:**

I (*name*)..... (*print name*) certify that I have read and understood the Data Protection Awareness Training document for Mole Valley District Council.

**Signature of trainee:** .....  
**Date:**.....

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**The following Declarations to be completed by supervisor/line manager:**

(1) "I (*name*).....(*print name*)

Confirm that the training of \_\_\_\_\_ (*name of staff*) and am satisfied that the above is fully aware of his/her responsibilities regarding data protection.

**Signature of manager:**.....  
**Date:**.....