

## Appendix G

### Data Protection Policy

#### 1. Policy Introduction and Background

This policy outlines how the Council will comply with its responsibilities under the Data Protection Act 1998 (hereafter the "Act").

All Council employees, contractors, elected members and agents of the Council are responsible for compliance with this policy and the Act.

#### 2. Policy Explanation

We are required to handle and protect personal data in accordance with the Act and its 8 principles to ensure it is:

1. processed fairly and lawfully
2. obtained only for specified and lawful purposes and further processed only in a compatible manner
3. adequate, relevant and not excessive
4. accurate and up to date
5. kept for no longer than necessary
6. processed in accordance with the rights of data subjects
7. kept secure
8. not transferred to countries without adequate protection

#### Article I. Policy Requirements

It is the policy of Sheffield City Council to ensure we:

- Process personal data in accordance with the Council's notification with the Information Commissioner's Office (Data Protection Register No. Z6548192; available to view online, click - [here](#))
- Collect only the minimum amount of personal data necessary to provide the service being offered
- Use personal data for the purpose it was collected and not used for any other purpose except where allowed by the Act or required by law

- Tell people what personal data we need to collect and why
- Tell people if we have to share their personal data with other 3<sup>rd</sup> parties to deliver a service
- Tell people if we would like to share their personal data with other 3<sup>rd</sup> parties and allow them a choice to say no
- Take reasonable steps to keep personal data accurate, up to date and factual
- Delete or destroy personal data when it is no longer needed
- Destroy hard copies of personal data as confidential waste
- Respond to subject access requests professionally and lawfully
- Disclose personal information in accordance with the law
- Have appropriate information sharing agreements and/ or contractual arrangements with partners to ensure information sharing is clearly defined, especially responsibilities
- Seek assurance from partners that personal data being disclosed is justified, appropriate and managed in accordance to the Act
- Identify and act upon any actual or possible breach of the Act or this policy in a timely and consistent manner

### **3. Policy Implementation**

This policy is implemented by the Information Governance Framework.

### **4. Policy Reference**

Service Policy No.0012014/IKM/BCIS/RESOURCES/SCC