

PERTH & KINROSS INTEGRATION JOINT BOARD**Data Protection Policy**

In this policy, the term 'the data protection laws' means EU 2017/679 (the General Data Protection Regulation), the Data Protection Act 2018, any related legislation, and any other relevant legislation impacting on the privacy of personal data.

Specific terms, such as personal data, controller, processor and processing, within this policy are used with the same meaning and intent as defined in the data protection laws.

Scope

This policy will apply to all members, officers, agents and volunteers of Perth & Kinross Integration Joint Board.

Violations of this policy may result in disciplinary action for an employee, and may constitute a criminal offence.

This policy applies to all processing of personal data by the integration Joint Board (IJB).

Statement of Policy

The IJB has to process personal data in order to conduct its business. We will take all reasonable steps to ensure that we comply with the data protection laws in doing so.

We will ensure that we have identified the legal basis for all processing of personal information carried out by the Council. We will inform individuals appropriately about the processing that we undertake and will make it clear to individuals what is happening with and to their personal data.

We will ensure that we identify and document the purpose(s) for which we are processing personal data.

We will also ensure that we only gather and process the personal data we need to achieve a specified purpose.

We will ensure that we identify how accurate the personal data needs to be and that we can maintain it appropriately.

The IJB will identify and agree how long information should be kept and inform people accordingly. We will ensure that personal data is kept no longer than has been agreed.

The IJB will ensure that personal data is held and processed in accordance with appropriate security standards.

In addition, when required by law, we will carry out an assessment of the impact on data protection at the earliest possible stage in the planning process of any new initiative that will involve processing personal data.

Roles and Responsibilities

The IJB will appoint a person to fulfil the statutory role of Data Protection Officer (DPO).

The Chief Officer is responsible for the development, maintenance, publication, administration and review of this policy.

All members, officers, agents and volunteers of the IJB are required to comply with this policy and the data protection laws.

Any complaints about data protection matters received by the IJB will be dealt with by the DPO. The DPO will handle all requests to exercise data subject rights made to the IJB.

All data breaches within the IJB will be reported to, and investigated by, the DPO who will liaise with IJB officers about the breach, mitigating actions and recommendations.

The DPO will present a report on the IJB's data protection compliance to the Board annually or more frequently if considered necessary.