


ISMS PROCEDURE 33			
Data Protection Policy (Compliance with Legal Requirements)			
Issue: 2.1	Date: 30/10/18	Author: Paul Herink	
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DATA PROTECTION POLICY

Purpose:

To ensure compliance in the collection and processing of data under the Data Protection Act.

Policy:

Labour Relations Agency (LRA) is committed to meeting its obligations under the General Data Protection Regulation and associated Data Protection Act of 2018.

The LRA will strive to observe the law in all collection and processing of data and will meet any access request in compliance with the law.

The LRA will only use data in ways relevant to carrying out its legitimate purposes and functions as a business in a way that is not prejudicial to the interests of individuals. LRA will take due care in the collection and storage of any sensitive data. LRA staff will do their utmost to keep all data accurate, timely and secure.

The LRA will share its data with LRA staff in a controlled manner and in compliance with the Regulation and associated Act, but will work to ensure that all staff understand that they are required to observe UK data protection laws when handling data.


All staff, whether permanent or temporary, must be aware of the requirements of the General Data Protection Regulation (GDPR) and associated Data Protection Act when they collect or handle data about an individual. LRA staff must not disclose data except where there is consent, or legal requirement.

LRA must comply with the principles of protection outlined in both the Regulation and Act.

Anyone processing personal data must comply with the seven defined principles as set out in the Regulation.

The GDPR sets out seven key principles:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

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As a result of the Regulation data must be –

- Fairly and lawfully processed,
- Processed for limited purposes,
- Adequate, relevant and not excessive,
- Accurate,
- Not kept longer than necessary,
- Secure,
- Managed with accountability.

Data Protection and Data Retention principles, as adhered to by LRA, are set out in detail within two dedicated policy documents:

- (i) Data Protection Act Policy
- (ii) Data Retention Policy

The IS Manager and the LRA Data Protection Officer check Data Protection websites.
www.informationcommissioner.gov.uk / www.legislation.gov.uk

This is checked every three months for updates. The IS Manager tests all new updates to make sure the LRA is complying with the policy.

This is a United Kingdom national procedure that applies to Northern Ireland as well as Great Britain.