

Jobs & Business Glasgow – policy statement and additional safeguards on processing special category data and personal data relating to criminal convictions and offences

Introduction

With effect from 25 May 2018, data protection law requires controllers who process special category (i.e. sensitive) personal data, (or personal data relating to criminal convictions and offences) under various parts of the Data Protection Act 2018 to have an “appropriate policy document” in place setting out a number of additional safeguards for this data.

More specifically, the law states that:

“The controller has an appropriate policy document in place in relation to the processing of personal data... if the controller has produced a document which—

- (a) explains the controller’s procedures for securing compliance with the principles in Article 5 of the GDPR (principles relating to processing of personal data) in connection with the processing of personal data in reliance on the condition in question, and
- (b) explains the controller’s policies as regards the retention and erasure of personal data processed in reliance on the condition, giving an indication of how long such personal data is likely to be retained.”

This document is the policy adopted by Jobs & Business Glasgow in relation to this processing.

Policy Statement

1: Lawfulness, fairness and transparency:

All data flows into and out of Jobs & Business Glasgow are being assessed to determine the legal basis under which that data is processed and the results of the assessment are being documented. We are satisfied that we will have a legal basis for holding the personal data we hold, and that we will also have a valid legal basis for disclosing this personal data to third parties where this happens. Privacy notices have been drafted to comply with GDPR requirements (and to reflect the legal basis of processing). Please see www.jbg.org.uk/privacy for further details. We are presently updating our data processor agreements and data sharing agreements to reflect the new legal requirements.

2: Purpose limitation:

The purposes for which data are collected are clearly set out in the relevant privacy statements. This includes reference to further use of data for internal management information purposes. A limited set of data is required for research and archiving purposes; Jobs & Business Glasgow have put in place appropriate safeguards for these activities as required by Article 89 of the GDPR.

3: Data minimisation:

In assessing the data flows, the Jobs & Business Glasgow has also taken the opportunity to critically assess the need for each of the data fields in question and where superfluous data was being captured, we have now stopped capturing this.

4: Accuracy:

Jobs & Business Glasgow are continually checking data for accuracy and, where any inaccuracies are discovered, these are promptly corrected and any third party recipients of the inaccurate data notified of the correction.

5: Storage limitation:

Jobs & Business Glasgow only keeps personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on business need. We maintain a records retention schedule which sets out how long we hold different types of information for. You can view this on our website at www.jbg.org.uk/rrs

6: Integrity and confidentiality:

Jobs & Business Glasgow has an approved Information Security Policy which sets out roles and responsibilities within the organisation in relation to information security. All staff are required to take information security training and this is refreshed annually. Our ICT systems have appropriate protective measures in place incorporating defence in depth and the systems are subject to external assessment and validation. We have policies and procedures in place to reduce the information security risks arising from use of hard copy documentation.