

Spring clean the data you hold on your computer to make sure you don't fall foul of new regulations.

New rules on data protection, called the General Data Protection Regulation (GDPR), come into force on 25 May 2018. The new rules mean we have to be even more careful on how we handle people's personal information in the future and only keep it if it is necessary. For our rules on how long we should be keeping people's personal data go to your department's records retention schedule on the Council's website at: www.derbyshire.gov.uk/retentionschedules

GDPR applies to personal information only, whether held on paper, on computers, or in the cloud. This guidance focuses on what is stored on the Derbyshire County Council computer(s) that you use in your work. The contents need to be looked after properly: every single file can legally be classed as information being processed by the Council and anything in those files that relates to an individual is covered by the new Regulation.

"Personal data" could mean something as simple as someone's name, or even an IP address or a payroll number. In short, it's anything that could identify a particular person.

GDPR says we can't process personal information, unless we do so:

- Lawfully, fairly, transparently
- For a specified purpose
- In a way that is relevant to that purpose
- In a way that identifies people for no longer than that purpose requires
- Accurately
- Securely

We will need to handle everyone's information this way and we will need to be able to show others that we do so. Otherwise the Council could face substantial fines, individual compensation claims and damage to its reputation which would affect all us and our ability to deliver services. Hence why we all need to carry out a thorough 'spring clean' of any personal data we hold on our computers and only retain what is necessary once again see your departmental retention schedule at www.derbyshire.gov.uk/retentionschedules for guidance.

What you need to be doing now is to:

- Look at all the storage areas you use and ask yourself which files you really need and are they in the right place?
- Get familiar with the retention schedule(s) used by your department or section, so that you are taking positive and informed decisions about what information to keep.
The schedules can be found at www.derbyshire.gov.uk/retentionschedules.
- If you are a Children's Services employee, be aware that the Children's Services department amended its guidelines on records retention in response to the Independent Inquiry into Child Sexual Abuse. For as long

as the Inquiry's work continues, those restrictions remain in place – but there is still a lot of tidying up that you can and should do.

- Open this icon on your desktop which will show you what you have saved on your hard drive of your computer (also known as the C: drive)



Council data **should not be stored on the hard drive of your computer**, unless it is being held there temporarily, because you are going to an external location where there is no access to the Council network

- Look at the information you hold and decide (with your line manager, if appropriate) whether it is needed for Council business. If it is, it should keep it in:
 - The proper software system for the job you do e.g. Framework-i, Flare, Confirm, Synergy, Workflows etc. Sometimes, people extract information from these systems and store it locally, in spreadsheets or separate databases – all too often, unnecessarily. Where possible, keep information within the appropriate system and access it there.
 - If your teams are already using the council's Electronic Document and Records Management system (EDRM), it is likely that EDRM has folders that you can use to store your files. Contact your EDRM section administrator if you are not sure.
 - Also departments have many shared drives that you may know as G: H: Z: and many others. For now they remain the best option for information that cannot be stored in a software system or on EDRM.
- Ensure personal information you hold about yourself that relates to your role, e.g. your copy of your My Plan, is stored in your home drive, i.e. the network location that has your employee number against it, usually the F: drive.
- **Not store any other personal items**, such as pictures, videos, music etc. on Council equipment at any time. **Please ensure you remove any you have stored straightaway!**

Check your emails, the Council uses Microsoft Outlook for email, but **this is NOT a storage system**. You should take active decisions about keeping and destroying your emails, just as with any document. If an email needs to be kept, you should save it to the appropriate system as described above. This applies to emails sent as well as those received, whether you need them as evidence or just for reference. The Council will soon be introducing a time limit on how long messages can be retained in Microsoft Outlook before they are automatically deleted.

Future stages in this process of managing the data we handle will include taking measures to tackle the stockpiling of information and the ongoing accumulation of unnecessary data.

Please make sure that you carry out these tasks as doing so will put you and the Council in the best possible position to comply with the new regulation.

For further information on General Data Protection Regulation go to www.derbyshire.gov.uk/gdpr