



## Report of the Section 151 Officer

Local Pension Board – 5 November 2018

### General Data Protection Regulations (GDPR)

<b>Purpose:</b>	To receive an update on The City & County of Swansea Pension Fund's action plan to comply with GDPR requirements
<b>Consultation:</b>	Legal, Finance and Access to Services.
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<b>For Information</b>	

#### 1 Background

1.1 The basic objective of the GDPR is to enforce stronger data security and privacy rules among organisations when it comes to protecting personal data. It will apply from May 25 2018. Currently, the UK relies on the Data Protection Act 1998 but this will be superseded by the new legislation.

1.2 It's important to remember that data protection requirements have been in place for many years. Although GDPR does broaden the requirements, particularly in relation to demonstrating accountability and transparency, many of the key principles are the same as those in the Data Protection Act 1998

#### 2 Main Principles of GDPR

2.1 It provides important points on our responsibilities when collecting and processing personal data. We ensure :

- we have a legal basis for **collecting** personal data from citizens;
- the personal data we hold is **accurate** and up-to-date.
- we don't **keep** personal data longer than necessary;
- we provide a **privacy notice** to tell citizens what we do with their personal data;
- we insert a **privacy statement** on all data collection documents;
- we get **consent** to use the citizens personal data (where required);
- we maintain a **record** of all personal data processing activities;
- we assess the **risk** associated with the processing of personal data;
- we **report** a data breach;
- we **appoint** a Data Protection Officer.

It also identifies the rights of citizens. They have a right to:

- **object** to the processing of their personal data;
- **access** their personal data we hold - free of charge;
- request the **deletion** of their personal data we hold;

### 3 The City & County of Swansea Pension Fund

3.1 The City & County of Swansea Pension Fund is administered by Swansea Council and leverages off many of the support services of that organisation, and shares many of its control functions. The Council's Information Governance Unit has produced a fact sheet attached at Appendix 1.

3.2 Attached at Appendix 2 are the Pension Fund's :

- Full GDPR Privacy Notice
- Employer's Memorandum of Understanding
- Member FAQs

These documents have been written in consultation with the Council's Data Governance Unit as well as LGPS national guidance provided by LGA, who have taken advice from Legal Counsel.

3.3 The Pension Fund Committee is asked to note the documents in 3.2.

## Appendices

**Appendix 1** - Practical Guide to GDPR

**Appendix 2** - Privacy Notice; Memorandum of understanding; FAQs