

# Introduction to Data Protection

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- Who we are & what we do
- Legislation, risks & Data Protection concepts
- Fair Processing Notices & suppliers
- Keeping personal data safe
- Data breaches
- Data subject rights
- Further information



# Introduction

- Esther McGee - Data Protection Officer
- Nazmin Khan - Compliance & Data Protection Administrator
- Kerry Buist - Head of Compliance & Data Protection
- Dedicated Data Protection email: [data.protection@libdems.org.uk](mailto:data.protection@libdems.org.uk)

# What do we do?

- Data subject requests
- Data breaches
- Suppliers
- Policies
- Record of Processing Activities & Asset Register
- UK GDPR training
- ICO complaints / investigations

# The Legislation

- The UK General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018
- Privacy and Electronic Communications Regulations (PECR)

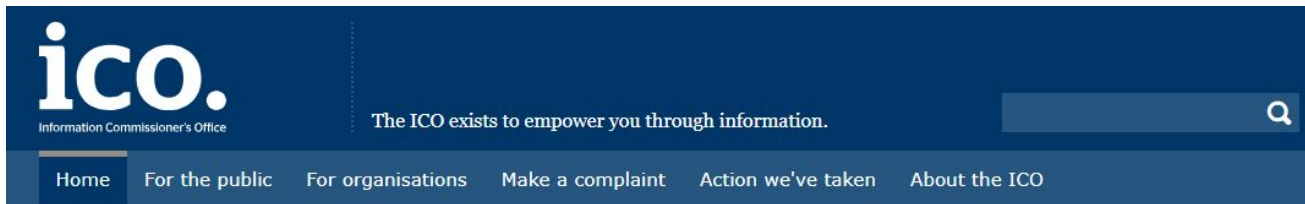


# Data Protection & Digital Information Bill (DPDI)

- Some changes will affect political parties
- Phased approach to change likely
- We will advise Local Parties and Groups of any changes in due course

# The Information Commissioner's Office (ICO)

<https://ico.org.uk/>



The header of the ICO website features the logo 'ico.' in white on a dark blue background, with 'Information Commissioner's Office' written below it. To the right, the tagline 'The ICO exists to empower you through information.' is displayed above a search bar. A navigation menu below the header includes links for 'Home', 'For the public', 'For organisations', 'Make a complaint', 'Action we've taken', and 'About the ICO'.



The graphic for the 'New: Tech Horizons report' features a collage of images: a woman sitting on the floor with a laptop, a woman's profile with a brain diagram, a woman smiling, and a city skyline. The text below the images reads: 'New: Tech Horizons report' and 'The second edition looks at eight technologies and their privacy implications'.

## Take our website user survey

We're looking for your views

## ICO urges all app developers to prioritise privacy

08 February 2024

## ICO warns organisations to proactively make advertising cookies compliant

31 January 2024

[Visit our media centre](#) →

## Take action

[Pay fee, renew fee or change your details](#) →

[Report a breach](#) →

[Make a complaint](#) →

[DPO forum](#)



## For the public

Practical information about your data protection and information rights



## For organisations

Guidance and resources for public bodies, private and third sector organisations and sole traders

# The Risks

## Reputational & Financial

Action we've taken / Enforcement / LADH Limited EN

### L.A.D.H Limited

Date **19 January 2024**

Type **Enforcement notices**

Sector **Finance insurance and credit**

L.A.D. H Limited sent 31,329 direct market text messages to individuals in breach of regulation 22 and 23 of PECR. The company was fined £50,000 and issued with an enforcement notice.

Conservative Party fined £10,000 for sending unlawful emails



# Our Privacy Policy & Data Protection Policy

*The Liberal Democrats (“the Party”) respect individuals’ rights over their personal data.  
We are committed to ensuring that people are treated fairly in everything we do.*

## Privacy Policy

How members & employees must use, store and handle data gathered under the name of the Liberal Democrats:

## Data Protection Rules

# The Concepts - Personal Data

## What is it?:

Data related to **identified natural persons** who can be identified **directly** or indirectly by an **identifier**.

## Examples of identifiers:

- Name, address, identity number
- location data, online identifier e.g. IP address, social media handles
- data related to an individual's health / identity / socio-economic status

# Special Category Data

## Personal data revealing the following:

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade Union membership
- Genetic data
- Biometric data
- Health data
- Sex life
- Sexual orientation

(Use of this data could pose significant risks to an individual's fundamental rights and freedoms.)

# What is Data Processing?

**What is it?:** an operation or set of operations performed on personal data

**Examples of data processing:**

storing, altering, disclosing, adapting, disseminating, erasing

**Bottom line:** anything you do with personal data is processing!

# Data Controller and Data Processor

<b>Controllers</b>	<b>Processors</b>
Federal Party (local parties)	Salesforce (membership data)
MP - constituency casework data	Lighthouse & Fleet
Councillor - constituency casework data	VAN / Connect

# Fair Processing Notices (FPNs)

<i>What is it?</i>	<i>When do we use them?</i>	<i>What does it look like?</i>	<i>Where are the templates?</i>
<p>Brief summary of how the data will be used once collected, including:</p> <ul style="list-style-type: none"><li>• <a href="#">Privacy Policy</a></li><li>• <a href="mailto:data.protection@libdems.org.uk">data.protection@libdems.org.uk</a></li><li>• Liberal Democrats, 1 Vincent Square London SW1P 2PN</li></ul>	<p>Every time you gather personal data or send communications to individuals</p>	<ul style="list-style-type: none"><li>• Written or verbal</li><li>• Close to where data is collected</li><li>• Minimum size 8 font</li></ul>	<p><a href="#">Fair Processing Notices (FPNs)</a></p>

**If you gather personal data without an FPN, you have gathered it unlawfully and cannot use it.**

# How Do We Keep Personal Data Safe?



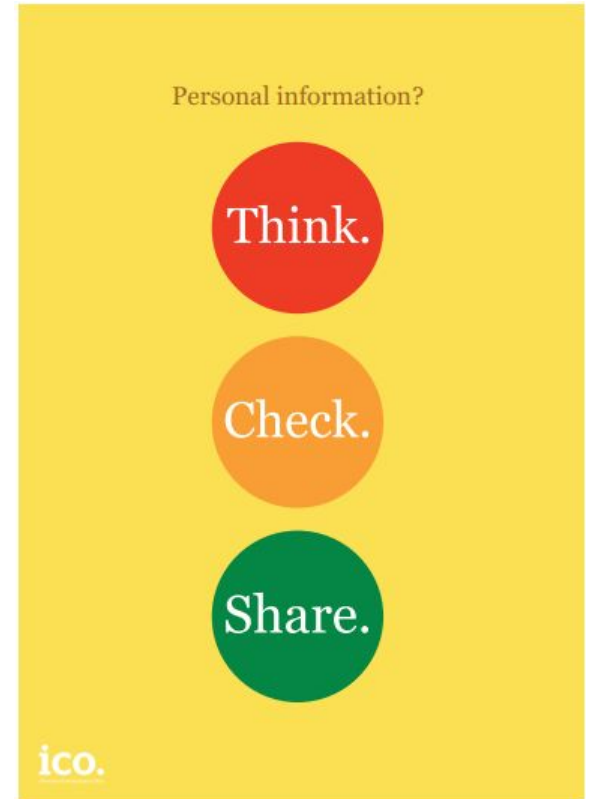
# Data Security (CIA)

Key area	What that means in practice
<p><b>Confidentiality</b></p> <p>Protecting against unauthorised access, distribution or publication.</p>	<p>Do I need to give them all of the data or just part of it?</p> <p>Is the person I am sending this data to allowed to receive it?</p>
<p><b>Integrity</b></p> <p>Protecting against unauthorised modification, corruption or tampering.</p>	<p>Have I accurately downloaded or uploaded the data?</p> <p>Do I need to check the data is accurate before using it?</p>
<p><b>Availability</b></p> <p>Protecting against unplanned loss, destruction or availability.</p>	<p>HQ running back-up data, protecting against unplanned loss.</p> <p>Systems are secure and ready to use.</p>



# Keeping Your Data Secure

- Encrypt with password if emailing
- Send passwords via a different method
- Choose a strong password
- Store papers in a locked drawer / cupboard
- Destroy hard copy data after using
- Travelling - do not leave laptops unattended
- **No USB sticks to copy / transfer**
- Caution when using BCC!
  - [bulk email provider](#) for 15+ recipients



# Data Protection Checklists

- Helpful [checklists](#) for compliance with Data Protection regulations
- Sending directly to local parties a [Typeform](#) version
- Data Officer / responsible person to complete & return to:  
[data.protection@libdems.org.uk](mailto:data.protection@libdems.org.uk)



# Using Suppliers

- Personal data can only be processed by **approved suppliers**
- Approval needs to be gained for new suppliers (20+ days)
- [Approved suppliers](#)
- [New supplier form](#)
- Each supplier is audited by us annually



# Data Breaches



**What they are and what to do!**

# Data Breaches

## What is it?

....**a breach of security**

....**accidental or unlawful** destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

Accidental or deliberate!

- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor
- **Sending personal data to an incorrect recipient**
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal data

# Steps for Handling Data Breaches

Step 1	Breach identified - report to: <a href="mailto:data.protection@libdems.org.uk">data.protection@libdems.org.uk</a>
Step 2	Summary - what, where, how, when ( <b>24 hrs</b> )
Step 3	DPO reviews & logs internally and / or reports to ICO (72 hrs)
Step 4	Limit the breach and / or make all parties aware
Step 5	Feedback to local party and / or await ICO advice
Step 6	Close case with ICO advice if applicable
Step 7	Make changes to processes where appropriate

# Reporting to the ICO

When a breach occurs, the DPO needs to consider the risk that the breach will have on the ***rights and freedoms of individuals***.

Two factors are considered:

1. The likelihood of the risk
2. The severity of the risk

In summary: We assess the type of personal data that has been breached, the volume of data, the ease of identifying individuals, severity of consequences, the number of individuals affected.

**Therefore, not all data breaches need to be reported to the ICO**

# What the ICO Do When We Report a Breach

- The DPO reports to the ICO
- ICO acknowledges and reviews report
- ICO responds to DPO (varying timescales)
- ICO opens an investigation & asks for more information (or)
- Responds stating the matter is closed & offers recommendations
- The DPO reports this back to the original source of the breach

**This process can take a few months.**



# Data Breaches - Common Causes

## Most common:

Incorrect use of BCC when sending group emails

## Other examples:

Sending a data set / spreadsheet to the wrong person and not password protecting it

Mixing up names and addresses in a mail shot

# Top Tips

## Double check!

**Recipient email address:** Am I sending the data to the correct person?

**Group emails:** Am I using BCC correctly for a small group?

**Amount of data:** Do I need to send all of this data? Can I limit the data?

**Secure transfer:** Have I password protected the file?

**Hard copy data:** Destroy documents no longer needed! Or file securely.

# Data Subjects & Their Rights!



# Data Subject Rights

*All data subjects have the following rights:*

- **The right to be informed**
- **The right of access**
- The right of rectification
- **The right to erasure**
- The right to restrict processing
- The right to data portability
- **The right to object**
- Rights in relation to automated decision making & profiling

# How to Recognise Data Subject Requests

<u>Right of Access</u> <b>(Subject Access Request - SAR)</b>	<u>Right to Erasure</u> <b>(Right to be Forgotten - RTBF)</b>	<u>Right to Object</u> <b>(Opt-Out)</b>
<i>"I want to know what information you hold on me."</i>	<i>"Get rid of all my details from your database."</i>	<i>"I'm getting too many emails, please stop."</i>
<i>"Please send me all of the personal data your party has about me."</i>	<i>"I don't want to be contacted anymore, please delete my information."</i>	<i>"I no longer want to receive any communications from you, unsubscribe me."</i>
<i>"I am not a member of your party, so why have you contacted me? Tell me what details of mine you have access to."</i>	<i>"I have resigned my membership, please remove my personal data."</i>	<i>"I keep asking to be removed from your mailing lists but I'm still getting emails."</i>

# What To Do...

Forward the email or type out the verbal request to:

[data.protection@libdems.org.uk](mailto:data.protection@libdems.org.uk)

The DPO may ask for further information & you may receive an automated email to check for any additional databases/spreadsheets you use

We have **one calendar month** to process the request

# Information & Guidance

Look out for our monthly [Compliance Updates](#)

[February bitesize training](#) emails

UK GDPR page on [website](#)

Data Protection [Quick Guide](#)

Esther McGee - Data Protection Officer

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