

**G103: Data Protection Act: Control of Data and Local Councils  
and  
G104: Data Protection Act: A Workshop Module**

In today's climate of human rights and privacy of information, and with increasing concern about personal data being "misplaced", the public may be worried about how well personal information about them that you hold is being protected. Why do you need it? Who are you passing it to? What do you do with it? Is it accurate? How do you protect it? The Data Protection Act 1998 required all organisations holding personal data about others to comply with a set of best practice standards, but how far do you need to go, and how do you balance compliance with the



law against a pragmatic approach? The first module explores the Data Protection Act as it relates to a Local Council and offers practical advice in order that attendees may feel confident about

complying with this important Act. Attendees will update their awareness of key information about the Act's legal and practical implications, review their own approach to compliance with the act and develop plans for enhancing that compliance. Topics will include:

- a reminder of the key principles of the Data Protection Act
- collecting, processing and storing personal data
- keeping personal data secure
- controlling access to personal data
- a pragmatic approach to compliance

The subject is covered from a very practical point of view, avoids legal complexities and provides plenty of opportunity for discussion of experiences. The second module is a practical workshop, applying ideas covered in the first module to participants own council situations so that they can enhance their approach to compliance.