

DATA MATTERS

APEX HR MONTHLY NEWSLETTER



**This month,
we're looking at:**

- WHO ARE THE ICO?
- DATA PROTECTION AND COVID-19
- YOUR PERSONAL DATA RIGHTS

The ICO.

ICO stands for the Information Commissioner's Office. The ICO is an independent body that was set up to uphold information rights in the UK. The ICO are there to handle any data breaches, queries or complaints. They are able to provide you with answers to any questions you may have, and their website has all of the information you need to know. They explain your rights with regards to your personal data, how to make a complaint, have a section on data for organisations, and many other helpful tools.

In the ICO's section for organisations, there are a number of supportive tools to ensure that your business is compliant with the data protection regulations that are in place. Not only do they have resources and support, but they also have guides to key pieces of legislation so you know what you are being compliant with. Here is a link to their website: <https://ico.org.uk/>



Data Protection and COVID-19.

THE ICO ARE CONSIDERING THE CURRENT SITUATION WHEN DEALING WITH DATA BREACHES/OTHER INCIDENTS.

- Earlier this month, the Information Commissioner, Elizabeth Denham, announced that the ICO will be "showing the flexibility that the law allows." The ICO have shown great awareness of the current global situation, and have understood that workplaces are having to put their team members health and well-being ahead of some processes.
- The ICO will not be penalising businesses who have been diverted away from their usual practises. If organisations have to prioritise other areas, the ICO will understand.
- Despite the slightly more relaxed stance the ICO are taking through the Coronavirus, it is still very important to stay compliant. Although they are more relaxed at this time, that will not be case forever. It is also important that your team members have their data protected and that it is used properly.
- Data protection law does not prevent the NHS or any other health professionals from sending out public health messages to people. These messages can be delivered by text, email or telephone. These messages are allowed to be sent as they are not direct marketing.
- If you have had to adjust to home working, and are putting in place measures to ensure your compliance with data protection laws, you can do the ICO security checklist, which you can find on their website.

Your Personal Data Rights.

HERE IS A SHORT BREAK DOWN OF YOUR RIGHTS WITH REGARDS TO YOUR PERSONAL DATA.

- You have the right to know if your data is being used.
- You have the right to have copies of your data.
- You have the right to have your data corrected.
- You have the right to have your data deleted.
- You have the right to put limits on how organisations and businesses are using your data.
- You have the right to ensure that organisations are keeping your data in a way that it is accessible to you.
- In some circumstances, you have the right to object to the use of your data.
- You have certain rights regarding automated processing (processing or use of your data without human involvement), for example, the right to not be subject to a decision based solely on automated processing, the right to understand any decisions made about you by automated processing, and the right to object to profiling (where your personal data is used to analyse or predict things) in some situations, for example direct marketing.
- You have the right to access information from a public body,
- You have the right to raise concerns about how your data is being used.

TOP TIP OF THE MONTH

MAKE USE OF THE ICO WEBSITE, THEY HAVE SO MUCH USEFUL INFORMATION THAT YOU CAN USE TO KEEP YOUR DATA, AND YOUR TEAMS DATA SAFE.