



## Nicky Ackerley BA(Hons)

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# G.D.P.R.

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What is G.D.P.R.? No, it's not a trick question

G.D.P.R. stands for General Data Protection Regulation and this is new law that has recently come into force (on 25<sup>th</sup> May 2018).

It is the biggest shake up of legislation relating to data protection for some time – and you need to be aware of the changes because they will affect you. This legislation is giving back control to individuals over their personal information.

You will be aware that your employer will hold personal details about you, some of these details will be quite sensitive – your medical details for example. Some of the things your employer will be holding will include:

Name, address, photo, email address, date of birth, medical details, gender, family details, qualifications, references, C.V, job role, salary, pension details, bank details, training records, driving licence, information relating to immigration status, correspondence, tax status, holiday entitlement and copies of correspondence.

Personal Sensitive Data is specific categories of personal data and includes:

Racial or ethnic origin, political opinions, religious beliefs, trade union membership, genetic or biometric data, health details, sex life and sexual orientation, criminal convictions and offences.

There is now a much bigger responsibility for your employer to be clear about how they acquire this information, if they have your consent to have this information, why they need it, who they share it with and how they dispose of it when it is no longer needed.

Employees have more rights to see the information that is held about them and for it to be rectified if it is not accurate

or out of date. This is called making a Data Access Request, your employer used to be able to make a charge for this, but this charge has been abolished (except in exceptional circumstances) and has to comply within one month.

And how long will your employer hold onto your personal details after you have left the practice? This should be made clear to you.

If something goes wrong and your personal information is shared with someone who shouldn't have been given access to it, this is called a breach and may need to be reported to the Information Commissioner Officer, you should also be informed if this has happened.

Your employer should be reviewing their IT security and their procedures to ensure your personal data is secure. They may be creating a new privacy policy and a data protection policy. You may see serious deliberate data breaches becoming an example of gross misconduct in your disciplinary policy.

Although you may not be directly involved in these changes, it will affect everyone. Careful handling of personal data should become automatic – clearing your computer screen when you move away from your desk, not leaving confidential papers on your desk, pass wording access to your computer. Your practice will have customers details that fall under the scope of the G.D.P.R. as well – names, addresses, contact details and perhaps financial details.

If you want any advice on this, or other employment matters – please contact us.

**For further support with this or any other HR issue, BVNA members can call the BVNA Advisory Service Helpline on 01822 870270 or email [nickyackerley@hrsupportconsultancy.co.uk](mailto:nickyackerley@hrsupportconsultancy.co.uk).**