DPC Guidance

Data Protection documentation specific for your business area

As per the DPSG Terms of Reference, it is within the DPCs remit to *'ensure staff training is adequately implemented'* within their relevant business area. During this time, DPCs may develop process guidance or other documentation specific to their relevant business area.

This guidance document sets out simple guidelines to aid DPCs with the creation of such documentation to ensure consistency. All data protection related documentation must be shared with the central Data Protection team to ensure oversight before it goes live.

General tips for consideration

- Think – what is the purpose of this documentation? what is it trying to achieve?

- Is there already Society-wide documentation on the same topic(s)? If so, does this already do the job?

- Ensure your documentation doesn't conflict with the Society-wide guidance. If it does, discuss with the Data Protection team to understand why

- Keep the language clear and simple

- When creating the documentation, keep the seven Data Protection principles in mind:

    1. Lawfulness, fairness and transparency
    2. Purpose limitation
    3. Data minimisation
    4. Accuracy
    5. Storage limitation
    6. Integrity and confidentiality (security)
    7. Accountability

- Include version control in the header/footer of the document, to ensure the latest version is easily identifiable

- Share the document with the data protection team (data-protection@midcounties.coop) prior to launch so they have an opportunity to comment on it

- Diarise to regularly review (at least every two years) to ensure the content remains current and relevant

- Consider sharing with the wider DPSG to promote best practice throughout the business.