**General Data Protection Regulations (GDPR) 2018**

**What is GDPR?**

The General Data Protection Regulation (GDPR) sets out rules for the lawful handling of data. You might know this as ‘Data Protection’.

**What is data?**

Data is classed as any information relating to an ‘identified’ person, this will include:

* Name and address
* Contact details – telephone number and email address
* Information required for payroll – National Insurance number, employment details
* Bank account details

**Why do we need it?**

Personal data is now being used in ways that were not envisaged when the first Data Protection Act was introduced, mainly due to the growth of the internet and changes in online activities, for example Personal Health Budget Pre-paid Cards.

**What you have to do as an employer**

1. **Audit the information you hold on employees**

Is it relevant and up to date? Do you still need to hold this information?

1. **Have you got consent from your employee to pass on their information?** Is the information on the correct forms? Have you got an up to date contract of employment for your employees?
2. **Is the information stored correctly?**

Are the computer systems that hold the information password protected? Is the paperwork kept in a lockable drawer?

1. **Are you keeping the information for longer than you need to?**

You should keep your employee’s personal information for 12 months after they have finished in your employment. Information after this date should be appropriately destroyed.

The Personal Health Budget Team will electronically store all information in relation to your employee and HM Revenue and Customs for 6 years after the scheme has ended. We will then audit and destroy all documents.

1. **Has the Payroll Team got the most accurate information required?**

You must ensure that you notify the Payroll Team of any changes to your employee’s personal information. **You will need to have an up to date completed New Starter form for all employees.**