

Data sharing in local councils

– six steps to take

1. Be clear about your **purpose** for sharing the information, and record this in your council's privacy information.
2. Check the sharing is **necessary** for the specific purpose (required for most lawful bases). If you can reasonably achieve the same purpose another way, then the sharing won't be necessary and your lawful basis won't be valid.
3. Determine and document your council's **lawful basis** for sharing the information. There are six lawful bases, and the most appropriate one for your council will depend on your purpose.
4. Share the **minimum** amount of personal data that is needed to help your council achieve its purpose. For example, you might need to share somebody's current name and address, but not other information you hold about them.
5. Provide information to individuals about why your council is collecting and using their personal data. **Privacy information** is a key transparency requirement under the UK GDPR and individuals have a right to know your purposes for processing their personal data, how long you will hold their data for, and who you'll share it with.
6. Demonstrate your **accountability** as part of UK GDPR compliance. Your council has to take responsibility for what it does with people's personal data and you need to put in place appropriate technical and organisational measures to meet the requirements of accountability

Visit ico.org.uk for more guidance, advice and interactive tools to help your council get data protection right.