



# Appropriate Policy Document (APD) – WLGA Data Protection Processing

## Purpose

This Appropriate Policy Document explains how the Welsh Local Government Association (WLGA) processes special category personal data (SC) and criminal offence data (CO) in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018).

It sets out the safeguards and procedures in place where WLGA relies on Articles 9 and 10 UK GDPR and the relevant conditions in Schedule 1 of the DPA 2018, in accordance with Schedule 1, Part 4.

This document should be read alongside WLGA's Data Protection Policy, privacy notices, and relevant operational procedures.

## Scope

This Appropriate Policy Document applies to all processing of special category and criminal offence personal data undertaken by WLGA and its contracted processors.

This includes, but is not limited to, processing carried out for:

- governance and policy support;
- workforce development, training, and advisory services;
- member support;
- HR and workforce management;
- information governance;
- event management;
- partnership working; and
- collaborative programmes involving local authorities and partner organisations.

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## **Lawfulness – UK GDPR Articles 6, 9 and 10**

WLGA identifies and documents an appropriate lawful basis under Article 6 UK GDPR for all processing activities, which may include public task, legal obligation, contract, vital interests, or legitimate interests, depending on the context.

Where processing involves special category personal data, WLGA applies one or more conditions under Article 9(2) UK GDPR, including where applicable:

- explicit consent (Article 9(2)(a));
- employment, social security and social protection law;
- substantial public interest (Article 9(2)(g)); and
- archiving, research and statistical purposes (Article 9(2)(j)).

Where criminal offence data is processed, WLGA ensures compliance with Article 10 UK GDPR and the relevant provisions of the Data Protection Act 2018, including the application of appropriate safeguards.

## **Reliance on Data Protection Act 2018 Schedule 1 Conditions**

Where required, WLGA relies on the appropriate conditions set out in Schedule 1 of the Data Protection Act 2018 for the processing of special category and criminal offence data.

WLGA maintains this Appropriate Policy Document and an Article 30 Record of Processing Activities to meet the accountability and documentation requirements of the DPA 2018.

### **Schedule 1 – Part 1: Employment, Social Security and Health**

Processing may include:

- HR administration and case management;
- occupational health and wellbeing;
- staff safety and incident reporting;
- workforce support services; and
- statutory employment-related functions.

### **Schedule 1 – Part 2: Substantial Public Interest**

Processing may include:

- preventing or detecting unlawful acts;
- equality of opportunity and treatment;
- safeguarding and support functions;
- fraud prevention and financial controls;

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- provision of counselling or support services; and
- lawful and proportionate disclosures to elected members or partners.

### **Schedule 1 – Part 3: Criminal Convictions etc.**

WLGA processes criminal offence data **only where strictly necessary**, in line with statutory purposes, and applies appropriate safeguards to protect individuals' rights and freedoms.

### **Procedures for Ensuring Compliance with UK GDPR Article 5 Principles**

#### **Accountability**

The safeguards described in this document are implemented to meet the requirements of Schedule 1, Part 4 of the Data Protection Act 2018.

WLGA applies data protection by design and by default across its processing activities, maintains an Article 30 Record of Processing Activities, and carries out Data Protection Impact Assessments (DPIAs) where required.

WLGA appoints a Data Protection Officer, uses contracts and data-sharing agreements to govern third-party processing, provides mandatory data protection training, and undertakes ongoing assurance, review, and audit activities.

### **Compliance with UK GDPR Article 5 Principles**

- **Lawfulness, fairness and transparency**  
Personal data is processed only where a valid lawful basis applies, and individuals are provided with clear and accessible privacy information through appropriate **privacy notices**.
- **Purpose limitation**  
Personal data is collected for specified, explicit, and legitimate purposes and not processed incompatibly with those purposes.
- **Data minimisation**  
Only personal data that is adequate, relevant, and necessary is processed.
- **Accuracy**  
Reasonable steps are taken to ensure personal data is accurate and kept up to date.
- **Storage limitation**  
Personal data is retained only for as long as necessary and in line with WLGA's **Records Retention and Disposal Schedule**.
- **Integrity and confidentiality**  
Appropriate technical and organisational measures are applied, including access controls, encryption where appropriate, logging, and incident management.

### **Retention and Erasure Policies**

Personal data is retained and securely disposed of in accordance with WLGA's Records Retention and Disposal Schedule, taking account of the nature, sensitivity, and purpose of the data.

## **DPIAs and High-Risk Processing**

WLGA carries out Data Protection Impact Assessments before introducing or significantly changing processing that is likely to result in a high risk to individuals' rights and freedoms.

## **Data Subject Rights**

WLGA enables individuals to exercise their rights under the UK GDPR, including access, rectification, erasure, restriction, objection, and data portability, subject to applicable legal exemptions.

## **Security Measures**

WLGA maintains robust security controls, including access management, secure storage, encryption where appropriate, monitoring, incident reporting, and independent assurance activities.

## **Review and Retention of this Appropriate Policy Document**

This Appropriate Policy Document is kept under regular review and updated where processing activities or legal requirements change. It will be retained for at least six months after the relevant processing has ceased, in accordance with Schedule 1, Part 4 of the Data Protection Act 2018.