

## Access Association

### Information about Data Protection for Regions

The new General Data Protection Regulation (GDPR) comes into force on 25<sup>th</sup> May 2018 and in preparation for it we are issuing this information to Regional Branches. The GDPR applies to all Regional Branches, regardless of their size. You can find further information on the website of the Information Commissioner's Office at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/> .

Should you have questions relating to this document, please contact our National Membership Officer. Note that this document does not constitute legal advice and if you are concerned about any of these matters you should initially contact the Association's National Membership Officer (NMO) who will then, as necessary, seek advice from the ICO or other specialists.

#### General information:

- J All information you collect relating to your regional members is "personal data". Keep it secure and only use it for the purpose for which it was collected. Do not pass it on to anyone unless that was explicitly part of the reason for collecting it e.g. passing on membership details to the NMO.
- J Information relating to guests is also "personal data" and covered by the same requirements as that of members, though likely to be more limited in scope.
- J If you keep paper records they should be secure.
- J If you keep your records on a computer, they should only be accessible by appropriate people - the computer and/or the folders in which they are contained should be locked and/or encrypted. There is more information about this available from <https://ico.org.uk/for-organisations/guide-to-data-protection/encryption/>
- J Only the Regional Chair, Regional Treasurer and Regional Secretary should have access to members' records.
- J Emails should not be sent to groups of people in a way that makes their email addresses visible. To avoid this, either use a mailshot program or blind copy (bcc) all the recipients.
- J Where you would like them to be able to reply to all recipients to continue a discussion, it is acceptable to copy them all in the usual fashion providing they were told this when they joined the Region and they have been given the option to not be copied in this way.
- J Regions should not issue lists of members' contact details (telephone number and email address) to all their members. Any such list that is made available should only contain the details of members who have specifically agreed to this. Any Region that currently publishes such a list should contact all members on it to ask whether they wish to remain on the list. They should be asked to "opt in" to this - it is not permissible for the default to be to include them unless they opt out.

- J Do not keep data in more places than necessary - not only does this weaken your security, it also increases the possibility that the data will get out of sync and will not be consistent in different places.
- J Regions do not need to register with the Information Commissioner's Office (ICO).

### **Specific information relating to the GDPR**

- J The legal basis on which you collect most of your data is likely be that it is in the Association's "legitimate interest" to do so.
- J You must inform everyone from whom you collect data:
  - o The legal basis for doing so;
  - o What data you collect;
  - o How it is stored;
  - o To whom you pass it on and for what purpose;
  - o For how long you keep the data;
  - o What they can do to limit how you use your data.

This will usually be done via a Privacy Notice, which can be found on the Association's website. Your members should be directed to this Privacy Notice on every occasion when you collect data.

You need to take all reasonable measures to ensure that your members are aware of this, but this will usually be handled by the NMO.

- J Regions act as Data Controllers with regard to their own data. They also act as Data Processors on behalf of the Association which is overall Data Control for membership data.

We intend to implement as much of the rest of a GDPR strategy as possible as soon as we can, and we advise Regions to do likewise. The sooner we all start to implement this, the more time we will have to deal with unforeseen circumstances and work to resolve problems that may arise.

We will add a FAQ section to this document in answer to questions that we receive from Regions.

Access Association

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