On May 25th 2018 the laws regarding protecting "personal data" will be changing - this is the new General Data Protection Regulations which will be an EU law and directive.

If you are a group or society it is highly likely that you will be storing some "personal data" of your existing membership in either a database, filing system or maybe even on index cards.

What is "personal data"?

"personal data" is ANY DATA that is personally identifiable or derived from personally identifiable data. It is normally gathered via paper or electronic forms for the purposes of sending out information, newsletters or subscription/membership forms when renewals are due.

Examples of this data:

Name, Address, Phone, Email, Browser Cookie, Passport Information, ID, Driving Licence Number, Credit/Debit card details.

joebloggs@hotmail.com would qualify but feedback@sosac.co.uk would not as it is not identifying an EU citizen.

In order to continue to use any data previously collected you will need to gain **CONSENT** from your current members. This can be done by your group secretary emailing them or writing to them to ask them if it is okay for your group to continue to use their "personal data" and specifying the data you wish to use.

As long as CONSENT is given you can continue to store your members "personal data" and update it on your company database.

To make this easier use the Five Simple Steps

WHO- Whose personal details are you storing?

WHAT – What personal details are you using?

WHY – Why do you need these personal details?

WHEN – When are these details no longer needed?

WHERE – Where are you storing personal details?

WHO – You are likely to be storing information on individuals in your current membership.

WHAT - This is likely to be Name, Address, Contact Number, Email etc.

WHY– You will likely need this data to send out newsletters, subscription renewals, casting information or general communication to your membership. For this you will need to seek CONSENT.

WHEN – They will no longer be needed when that person leaves your company.

WHERE – They could be stored on a Database on a computer or saved in the cloud, Index Card System, or in paper files.

One reason you can hold is data is CONSENT - the person has given consent explicitly for your organisation to contact them, via email, phone, or via the post to gather information from them required by your organisation.

We would advise that this data is held for 1 year before fresh CONSENT is required. This will allow regular updates and address information.

PROTECTION OF PERSONAL IDENTIFIABLE DATA

It is important to password protect electronic data whether stored in a database on a computer or external hard drive. Always keep backups of the data in a secure place.

Do not share your data with other organisations – as you have not asked CONSENT of that person to do so and therefore this may not comply with the new GDPR laws.

Storing Data in the cloud – look carefully at where you are storing this and how easy it may be to hack into. Dropbox, OneDrive and cloud based storage is handy but can also be easy to access. So ensure your password is suitably complex.

Never give out or share your offline or online passwords.

Their Rights

Knowing the rights of your data subjects (identifiable people) is fantastic for you because it means that you can set up your systems properly and stay out of trouble!

Below are a few of the rights your data subjects are entitled to:

Right to be Informed
Your data subjects have the right to be informed about what their data is being used for and how you're using it.

Right of Access
They can request the personal or additional data you have on them. Their copy of the data must be crystal-clear and not contain any codes that would be meaningless to them.

Right to Correction
Any data that is inaccurate needs to be corrected. All data must be kept up to date.

Right to Erasure
This is the "right to be forgotten". If they ask you to remove or delete all the data you hold about them, you've got to.

If you would like to know more about GDPR then go to.

https://ico.org.uk/for-organisations/business/guide-to-the-general-data-protection-regulation-gdpr-faqs/