



coeliacuk
live well gluten free

GDPR – OMG!

Getting it right...

GDPR

What is it?

The General Data Protection Regulation

An EU Regulation which will be mandatory by 25 May 2018 (whatever happens with Brexit)



What's different?

Now: Data Protection policies are based on the Data Protection Act 1998 and Privacy & Electronic Communications Regulation 2003

Current law states that, in essence, you:

- Keep personal data safe from those with no need to see
- Don't pass on data without permission
- Only have data needed for the job
- Don't keep data for any longer than necessary
- Make sure it is accurate
- Have awareness as to whether the data subject would be happy with what you are doing? Don't forget they have a right to see the data held on them
- Need an easy mechanism to process requests to 'stop contact'.



Don't forget – Your Volunteer Handbook

The Local Group Data Protection Policy is included in your Handbook and available to all committee members through the Coeliac UK website or by emailing volunteering@coeliac.org.uk



DATA PROTECTION POLICY

The 1998 Data Protection Act controls the way personal and sensitive information about individuals is handled. Personal and sensitive information relates to anything of racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, Membership of a trade union, physical or mental health conditions, sexual orientation and criminal offences or proceedings.

Any person or organisation storing personal information must register with the Information Commissioner. The Coeliac UK registration extends to the local groups.

Any data held about members by local groups must comply with the eight principles of the 1998 Data Protection Act:

- 1. personal data shall be processed fairly and lawfully**
 - If I'm asked to pass on personal information, do I have written confirmation from the individual allowing to share their details?
 - Is access to personal information limited to those with a strict need to know?
- 2. personal data shall be obtained only for one or more specified and lawful purposes**
- 3. personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed**
 - Do I really need this information about an individual? Is this information essential to my role? Do I know what I'm going to use it for?
- 4. personal data shall be accurate and, where necessary, kept up to date**
 - Do I delete or destroy personal information as soon as I have no more need for it?
 - Am I sure the personal information is accurate and up to date?
- 5. personal data processed for any purpose shall not be kept for longer than is necessary for that purpose**

What's different?

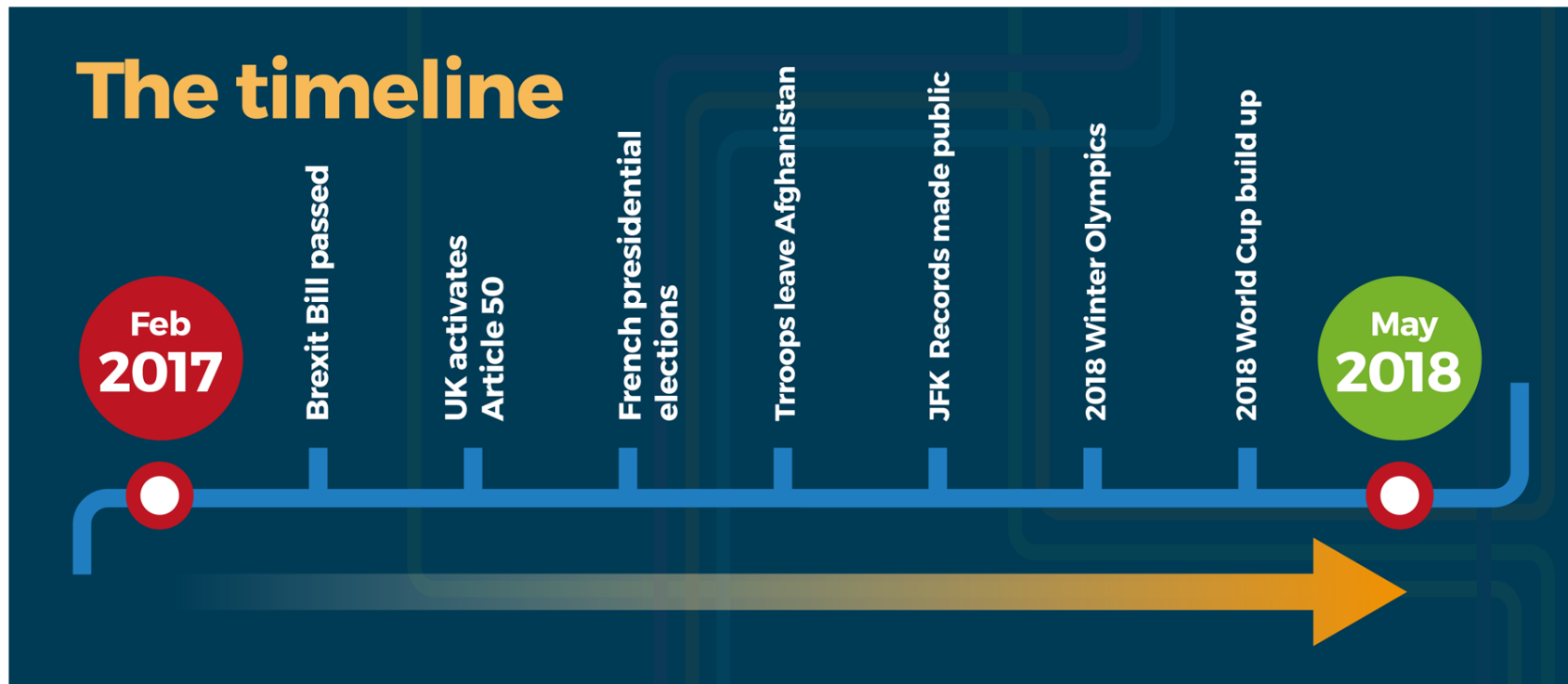
To come: As before but there will be additional requirements for GDPR

- Need to be able to demonstrate:
 - Legitimate interest
 - Explicit consent
- Must be able to justify actions
- Higher penalties if we get it wrong



Let's get this in context

We have between now and May to get our Membership lists, training and support in place

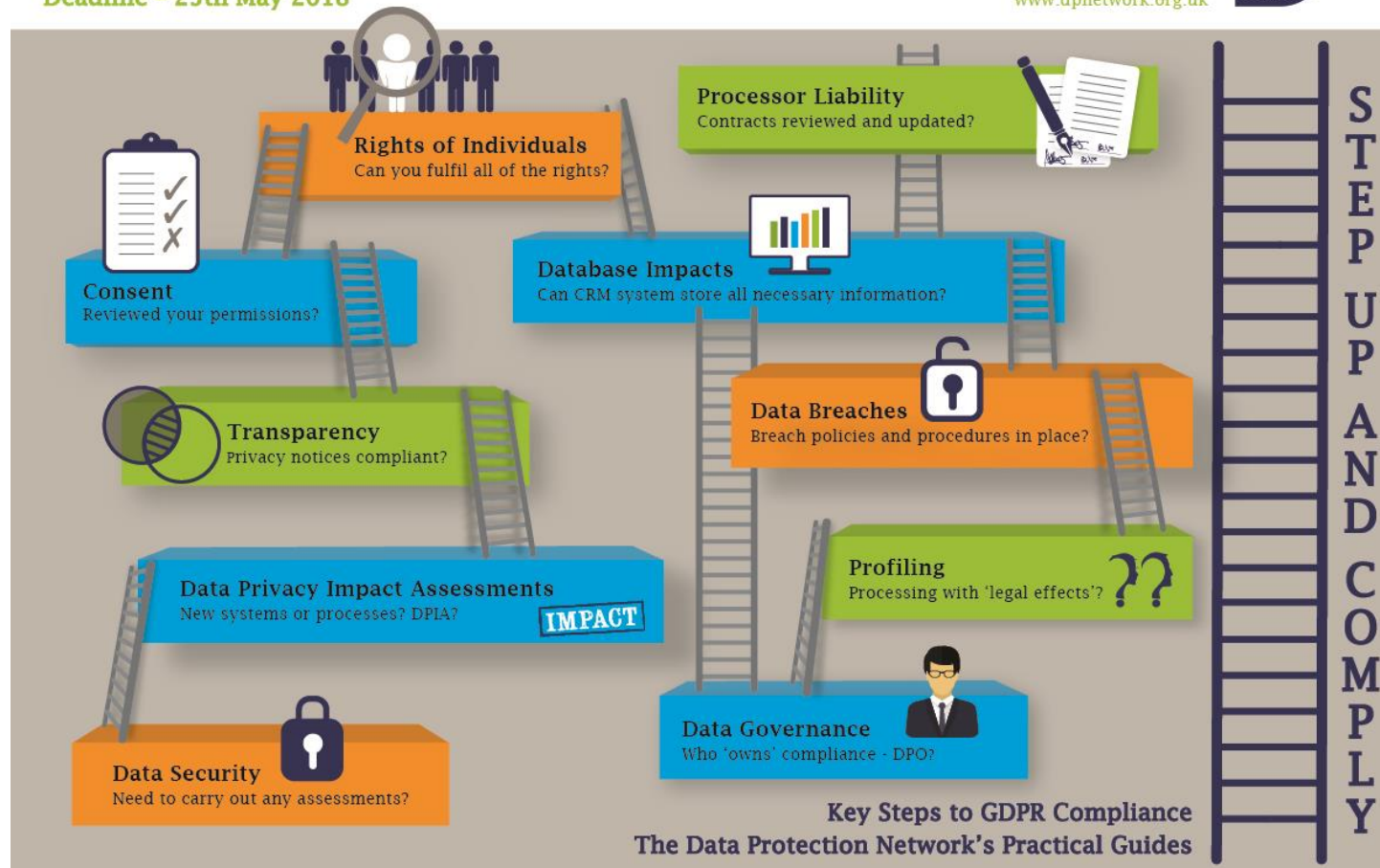


What is Coeliac UK doing?

GDPR Compliance Ladder

Deadline - 25th May 2018

learn - apply - comply
www.dpnetwork.org.uk



What is Coeliac UK doing?

- Firstly, we are going to tell you, as members, clearly how we will use data in an updated privacy policy
- Secondly, we will ask up front how you, as members, want to be communicated with: post, email and/or phone
- We will treat anything related to processing membership (eg renewal letters) and core member benefits as legitimate interest and therefore it does not require specific consent.
- We will assume that you want all core services eg Food and Drink Directory, Crossed Grain and Welcome Pack. And of course your Local Group
- But you will be given a way to opt out of individual benefits yourself – probably through your scrapbook or the usual channels

What is Coeliac UK doing?

In addition we will have a number of communication preferences – do you want to hear about?:

- Campaigns
- Research
- Community and Events – what's happening in your area
- Giving
- Raffles and lotteries

A special note on children and health data

Special consideration under GDPR:

There needs to be explicit consent given for the use of data

So any form completed for children or asking for health data will need a tick box to be completed.

No tick, no data.



What does it mean for my local group?

We want to minimise disruption

In essence you will be able to still use excel mailing lists on your PC...

...but we need to ensure essential rules are being applied.

What does it mean for me as a committee member?

- You will need to complete a training course by webinar before the 25 May deadline
- You will need to work with Coeliac UK to get **all** contacts on our central database. This includes non members, healthcare professionals and named individuals who work for food companies
- You will need to become familiar with the new forms being created for you to capture in the right way data of individuals who make first contact locally (rather than with Coeliac UK)
- We need to make sure your home systems are secure.
- We need to look at generic local group emails e.g. mylocalgroup@gmail.com to see if they should they be mandatory?

Improving systems

Coeliac UK is committed to making things work better for you.

We will be:

- Making it easier for you to add and remove people from your local group member list
- Improving how communications function to make it easier to do
- Ensuring replies to newsletters can go direct to you and email bounce backs get recorded by Coeliac UK and highlighted to you
- Improving ways to target your mailings eg by area or age

Review for May 2019

We will be conducting a formal review across all local groups in May 2019.

