

# General Data Protection Regulations (GDPR)

This is a brief summary of the GDPR and how it affects Coalville Wheelers CC (CWCC).

1. GDPR reinforces/updates the Data Protection Act and applies from 25<sup>th</sup> May 2018
2. It applies to every organisation (including CWCC) that collects, retains and uses personal data
3. Applies to our membership records, email account and event entries/results
4. Requirements:-
  - a. To keep personal data secure
  - b. To keep it regularly updated and accurate
  - c. To only use it for the purpose(s) it was collected. Prohibited to sell to a third party.
  - d. To obtain specific consent for use for other purposes (eg marketing)
  - e. Applies to all records – electronic, paper, slate!...
5. Personal data includes – name, address, phone nos, email address, date of birth....
6. Serious penalties for breaches of up to a maximum fine of €20m
7. Breaches include loss of:
  - a. Confidentiality – unauthorised access to data
  - b. Integrity – data amended to make it incorrect or inaccurate
  - c. Availability – data cannot be accessed
8. Breaches have to be notified to the Information Commissioners Office within 72 hours, we'll do this via BC
9. Only keep data for as long as it is needed, then destroy
10. DOs & DON'Ts

## **DO**

- a. Identify what personal information do we use and how is it used/shared
- b. Be transparent – let people know who is collecting the data and how is it being used
- c. Make sure the data is correct and secure
- d. Erase data if requested or no longer needed
- e. Contact BC for advice or for data breaches
- f. Use Privacy Notice when needed

## **DON'T**

- g. Open email attachments from an unknown source – virus risk
- h. Give user name or password to any unauthorised person
- i. Download personal data onto a personal device, unless using a password and ideally encrypted

11. Personal data records:-

- a. Membership records – held securely on BC website with password only known to Alan Vallance, Rob Stephenson and Wayne Storer. Membership Declaration completed by members on joining / renewing is compliant with GDPR.

**Action taken–**

- i. Deleted details of old members and keep records up to date**
- ii. Deleted and destroyed any old membership spreadsheets**
- iii. Advised membership (new & old) of how records kept and used/deleted**
- iv. Reviewed paper membership form**

- b. Swift membership records – held securely (password/touch ID) on Rob Stephenson's phone, as needed on site. Any paper records kept?

**Action taken-**

- i. Any records transferred to other devices, ensure equally secure**
- ii. Ensured any paper records remain secure at all times and destroyed when not needed**

- c. Gmail account – held securely on Gmail with password only known to Alan Vallance and Rob Stephenson.

**Action taken–**

- i. Deleted details of old members**

- d. Email distribution – sending emails in connection with club activities is consistent with club membership for which the data was obtained, so is compliant. But occasionally we will issue other emails, eg recent email for new Ashby Physio and Steve Faulkner's email seeking volunteers for aero testing.

**Action taken–**

- i. Issued email obtaining consent from members**

- e. Event entries – Using the BC or CTT systems, as we do, ensure we comply with GDPR. CTT do not mention GDPR, but their precautions to comply with the Data Protection Act are sufficient. For club events and entry on the line, we are collecting personal data and this is therefore subject to GDPR. Displaying results on FB, website, in emails complies with GDPR, as used in connection with the event, but only name, category and club should be shown. This applies to any spreadsheets compiled.

**Action taken-**

- i. Continue to use BC & CTT websites for open events. Ensure all organisers are familiar with these sites**
- ii. Ensure paper signing on sheets and entry forms are kept secure and destroyed when no longer required. CTT says keep for one year or seven if any accident occurred - All event organisers**

- f. Facebook Group – Administrators (AV, RS, Chris Sidney, Chris Pike & Neil Taylor) can view the Profiles of group members, as if they were a Friend. FB ensures privacy beyond this.

**Action taken–**

- i. Advised members by email and on FB of this**

