

# BARTS GUILD

## Data Protection Policy – A Summary

May 2018



### INTRO

On 25<sup>th</sup> May 2018, the General Data Protection Regulation (GDPR) becomes law. This regulation gives more rights to individuals and changes the way organisations must deal with an individual's data. Because of this, the Guild has reviewed and updated its policies related to data protection and privacy. The **Data Protection Policy** is an internal policy, intended for use by Guild volunteers and staff, that complements the other policies of the Guild. You should familiarise yourself with it and it can be found online at [www.bartsguild.org.uk/dataprotectionpolicy](http://www.bartsguild.org.uk/dataprotectionpolicy)  
Printed versions are available on request.

### DEFINITIONS

**Personal Data** is any information relating to a person that can allow them to be identified, either directly or indirectly. For example, names, addresses or even a photograph.

The Guild does not expect to deal with **sensitive personal data** and this should not be recorded; i.e. data pertaining to an individual's religion, politics, ethnicity, health or sexual orientation.

**Data Subjects** are all the individuals that the Guild holds personal data about, including you.

**Data Processors** are people who have access to the above data. Processing data may be necessary for your role in the Guild, e.g. if you deal with financial transactions, use the membership database or deal with grants requests.

### DATA SHOULD BE:

Processed fairly and lawfully

Collected for legitimate purposes

Be accurate and up-to-date

Not kept for longer than necessary

Kept secure

### SECURITY

We all have a duty to keep data safe. This means you should not share it with unauthorised people or organisations. You should also use, for example:

- Password protected documents
- Confidential waste bins
- Encrypted USBs
- Locked cabinets

### LAWFUL BASIS

Under the GDPR, organisations can only process an individual's data if they have a lawful basis for doing so; these are outlined in the full policy. We envisage that most of the Guild's processing will rely on **legitimate interests**. i.e. a Guild member would legitimately expect us to use their postal address to send them the Guild Newsletter, because they are interested in the charity. Other lawful bases would include if the subject had entered a **contract** with us, e.g. online shop purchase or had explicitly given us **consent**.

### INDIVIDUAL RIGHTS

Individuals have increased rights under the GDPR. These are explained in detail in the full document but include, for example, the right to **access** the data the Guild holds about them, the right to have all their data **erased** and the right to **restrict** processing, i.e. to limit what the data is used for. If you think a data subject of the Guild is employing one of these rights, it is important that it is dealt with quickly. Please inform us via the email address below.

If you have any queries, please contact [bartsguild@aol.com](mailto:bartsguild@aol.com)