



COMHALTAS

COMHALTAS CEOLTÓIRÍ ÉIREANN

YOUR GUIDE TO GDPR

THE GENERAL DATA PROTECTION REGULATION
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Regional Resource Centre
Ionad Acmhainne Réigiúnach





WHAT IS GDPR

The GDPR is the "General Data Protection Regulation" which replaces the rules laid down by the Data Protection Act 1998 ("The DPA").

The DPA already puts the onus on business to protect personal data. The DPA however pre-dated the internet and modern information technology systems. The GDPR is an attempt to update the law.

PERSONAL DATA



Personal data has been defined in the new GDPR as any information relating to an individual or identifiable natural person who can be identified, directly or indirectly. Particularly by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

BECOMING AWARE OF GDPR

It's essential to know that GDPR is everyone's responsibility, being aware of the facts and how it may affect your branch is of significant importance.



DATA PRIVACY STATEMENT

In creating a data privacy statement, we should question what data we hold, why we hold it, how long we hold it for, consider if we share the data and how we store it effectively.



AUDITING

When you begin your GDPR journey, it's essential to do an audit to assess what data you hold, and what you may have to consider in the future. A data audit refers to the auditing of data to assess its level or use for a specific purpose. You must have this available if it is ever required by the data commissioner.



AUDITING

Ask yourself why you have the data and whether or not it's really necessary. As Comhaltas is a membership organisation there is need for data on a "Legal basis".

How long will you use your data for and where will it be stored?

Identify what information each branch collects

How will branches protect the data at hand? It may be an idea to decide who is responsible for the existing data or removing it and how securely its stored

If a member requests to be removed from the database, how do we do it? It may be an idea to educate them on the advantages of staying on the database.

Make a conscious note of dates of consent. for example the date of membership renewal or sign up date for certain classes.

Direct Marketing is a key aspect of communicating with your branch members. Decipher who you direct market to and if you have permission to do so, Providing evidence for this is essential.

The handling of children's data is extremely important. Consider parental/guardian consent has been given in relation to retaining such data

PROCESSING DATA

When processing data we need to identify how we collect new data. Sign up forms may be an effective way to do so and doing this, we can inform the recipients of how and why we store our selective data.

By creating an 'Active Opt-In' selection, consent would be easily provided and recorded.



WHAT TO IF THERE HAS BEEN A BREACH

You must make sure you follow the correct procedures to detect, report and investigate a personal data breach. The GDPR will bring in mandatory breach notifications which will be new to many organisations. Breaches must be reported to the ICO, DPC and the individuals concerned within 72 hours.

UK/NI Contact details:
Information Commissioners office: ICO.org.uk
03031231113

Data Protection Commissioner:
E-mail: info@dataprotection.ie
Phone: +353 (761) 104 800
Web: www.dataprotection.ie or
www.GDPPRandYOU.ie

IMPORTANT

This document has been compiled for guidance only and does not constitute legal advice or legal analysis. All organisations which process data need to be fully aware of the GDPR and that it will directly apply to them. This guide is intended as a starting point and organisations are open to seek legal advice. It is of significant importance for all organisations to become familiar with the legislation by the 25th May 2018.

PHOTOGRAPHS

It is imperative to remember that photographs are also personal data, so permission must be given in regards to taking or making use of photographs of a member or volunteer within your branch.



DATA PORTABILITY

Data portability is where someone asks or requests their data. This needs to be put into a structured format and computer readable such as via Excel Spreadsheet or CSV



DATA PROTECTION BY DESIGN AND DATA PROTECTION IMPACT ASSESMENTS

A DPIA is the process of systematically considering the impact a project or initiative might have on the privacy of individuals. Comhaltas members are reminded to identify potential privacy issues before they arise, and come up with a way to mitigate them. Consider how any new initiatives will impact on data protection.

ENCRYPTION

Identify whether your data is encrypted or documents protected by specific passwords. Documents such as Microsoft Word or Excel are easily password protected.