

GDPR

How to ensure your charity stays compliant

Compliance with GDPR is not just a legal requirement. It also presents opportunities for charities to build trust with the public, become more resilient and get better value from their data.

Here are the key things you need to remember to stay on the straight and narrow.

A reminder of people's rights

Informed

People have the right to be informed about the collection and use of their personal data. You must provide clear information about what you do with personal data and provide privacy information.

Erasure (Right to be forgotten)

Individuals have the right to have personal data erased. This right is not absolute and only applies in certain circumstances.

Object

People can object to their data being used for certain purposes, eg direct marketing. This effectively allows individuals to ask you to stop processing their personal data.

Automated decision-making (including profiling)

Individuals have the right not to be subject to a decision based solely on automated processing (including profiling) that has legal or similarly significant effects on them.

Restrict processing

This right applies in certain circumstances and means an individual can limit the way their data is used.

Rectification

People have the right to request changes to inaccurate or incomplete personal data.

Access

People have the right to obtain a copy of their personal data. This helps individuals understand why and how you are using their data.

Data portability

This allows people to receive their data in a commonly used format, and gives the individual the right to request a controller transmits the data directly to another controller.

Top tips

GET CONSENT



Give people a real choice and control over their data. Genuine consent puts individuals in charge, builds trust and enhances the reputation of your charity. **Top tip: Be clear, concise and make it easy for people to withdraw consent and tell them how.**

Be clear from the start why and how you are using the data you collect. Data cannot be used for anything other than the stated purpose. **Top tip: Record the purpose and share it with people you collect data from. This transparency will build trust.**

LIMIT PROCESSING



LIMIT DATA COLLECTION



Limit the data you collect to what is absolutely necessary. **Top tip: Regularly review the personal data you hold and delete anything you don't need.**

Take reasonable steps to ensure that personal data you hold is accurate. **Top tip: The more important it is that the personal data is accurate, the greater the effort you should put into ensuring its accuracy.**

BE ACCURATE



LIMIT STORAGE



Don't keep personal data for longer than you need it. Think about – and make sure you can justify – how long you keep personal data. This will depend on your purposes for holding the data. **Top tip: Regularly review the data you hold, and delete or anonymise it when you no longer need it.**

Have appropriate security measures in place to protect the personal data you hold. **Top tip: Limit who sees personal data to individuals in your charity who have a purpose for using it.**

KEEP DATA SECURE



BE ACCOUNTABLE



Your charity is responsible for what you do with personal data and how you comply with all these principles. **Top tip: Update and review how your charity is complying with GDPR on a regular basis.**

For further guidance see the charity section on the Information Commissioner's Office website:

<https://ico.org.uk/for-organisations/charity/>

www.cafonline.org/charities