

Club guidance for GDPR

The General Data Protection Regulation comes into effect on 25th May 2018 and all clubs should be aware of its existence.

What is the purpose of GDPR?

GDPR has been introduced as a method of bringing the large marketing companies under control consequentially whilst organisations such as ourselves are now included we are not high in the list of priorities. However, we still need to ensure that we process the **minimum** of data and that we have a **legal basis** for processing such data.

Good News

The good news is that clubs won't need to make many changes. We generally don't process a lot of data and it is just a case of ensuring good practice.

If you have always had a club directory, you can still have a club directory.

What would be our legal basis?

The club's legitimate interest is the legal basis for processing data. I think this is the easiest one to use and in particular does not need anyone to get and administer consents. So no need to make up and obtain consent forms. This is the legal basis that will be used at a national level.

What good practice?

- All laptops/ipads/phones whether personal or owned by clubs and used for club purposes should be password protected. These need to be **proper** passwords.
- Please keep the National directory and your club directories in a safe place. Once you are finished with them please arrange for them to be destroyed securely. As always we would remind clubs that directories are for club use only and the information contained therein is not to be divulged to 3rd parties.
- You should make sure club records are kept up to date (*why not make sure that everyone's details are correct when you collect your subs?*) and that you are always using the most up to date records.
- We recommend that all emails involving more than one email address will be bcc'd. To do this simply put you email address in the 'To' box and all the email addresses you want to send to in the 'bcc' box.
- When the email is delivered no email addresses will be shown to the recipients.
- Please use common sense, be aware but don't be overly worried. The personal data that we keep is not sensitive. The regulation only requires us to put in place proportionate measures.

Do clubs need to register with the ICO?

I don't know. Guidelines will be issued by the Information Commissioner's Office in April. I would anticipate that if the National Association needs to register this will cover all clubs. However, even if we don't need to register we will still need to comply with the regulation.

Do clubs need a Data Protection Officer?

No.

Will there be any changes at national level?

There will not be changes to how we do things but things may look a little different; for example forms may have more “terms and conditions” on them. You may already have noticed that the website address has moved to https rather than http but generally everything will be as usual.

Does GDPR affect me?

The processing of data by a person in the course of a purely personal or household activity falls outside the scope of the regulation.

As always if anyone has any concerns or questions please be in touch with the National Secretary - secretary@tangent-clubs.org.

*Yours in continued friendship,
Glynis Sutton
Tangent National Secretary, 2016-18*

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