

1 page to GDPR Compliance - 5 Practical Steps

1 Appoint a “Data Protection Compliance Manager”

- Acts as club contact for any data protection issues
- Can be existing data processor
- Does not need to be registered with the ICO
- Ensure DPCM is aware of reporting procedures in the event of a data breach.

2 Conduct a Data Audit

- What data do you collect
- Is the data necessary
- How is the data stored
- Who has access to the data
- Who do you share the data with
- What security measures are in place to protect data
- See sample Data Audit sheet

3 Ensure any stored data is secured with limited access

- Password protect any electronic data
- Ensure PC's storing data are password protected, patched with the latest software and have up to date anti-virus protection.
- Restrict access to the minimum number of processors
- Use the new BMFA Membership portal, (June 2018 onwards)
- Ensure hard copies of data are stored securely

4 Introduce a Club Privacy Notice

- See BMFA Club Template notice
- Ensure Privacy notice is on your website

5 Communicate Privacy Notice to all members and new members when joining.

- If using electronic communications to members gather consent from all existing members and new members when they join. This requires a positive action from the individual. Please note that consent is not required for what can be considered as “club management” communications. AGM notices for example.

Please Note

As not-for-profit organisations that only process data to maintain membership you are exempt from registering with the Information Commissioners Office (ICO) according to the ICO this exemption is being carried forward under GDPR.