# Yearly Meeting 2018 - Special Interest Meeting – GDPR for meetings

The introduction of the EU General Data Protection Regulation (EU GDPR) will affect us even if we leave the EU. The current Data Protection bill going through parliament will replace the 1998 Data Protection Act (DPA 1998), and will enact basically the same rules around data protection as the EU GDPR, so we must be compliant.

The EU GDPR does not represent a massive change in legislation, it is very similar to the old DPA 1998. There are some areas where it tightens up procedures, most notably in relation to consent and privacy notices (which we will come to later), and it also demands that you actively demonstrate compliance – so this is where we need to ensure we have written policies and procedures around processing of data. They don’t need to be complex documents, just simple guidelines on how you are managing the data you collect.

There are several steps all meetings who collect personal data should take, which we will talk through today:

1. **Data Audit (what data do you hold and why)**
2. **Retention guide (how long should you keep data)**
3. **Privacy policy (tell people how you manage data)**

We have been working through this on a much larger scale in BYM and have found it a really useful exercise to get an overview of how we work with personal data.

**We will talk you through these 3 steps today, and give you some templates to take away. Then at the end we will have some time for questions and discussion on what more we can do to support meetings.**

**Myths to bust:**

*Myth #1 We are not allowed to keep personal data*

If you have a good business / organisational purpose for keeping personal data you can keep it for as long as this purpose is served by it. However you should document this – identify the purpose and the length of time you will keep the data. (*see data audit and retention guide*)

Furthermore there is an exemption in the law for historical archiving. We have a strong tradition of archiving our historical records and this can continue. Again though it is preferable to have a list of records that you plan to keep as historical archives. (see retention guide).

*Myth #2 We now need consent for all collection of personal data*

We only need consent to collect personal data if it does not fall under one of the other legal bases for processing. The main other bases for processing that meetings will have are:

**Legitimate interests**: basically the core functioning of the organisation. For membership organisations, collecting basic data on their members is core to their functioning. As long as the data collected is reasonable and limited, you do not need consent. For meetings this would cover the collection of data of members for membership lists, contact lists etc.

For non-members you may need consent for these activities – although if they have a strong relationship with your organisation akin to membership, you may be able to treat them as a member for these activities.

**Performance of a contract**: sales; employment etc

We need consent where we collect data that goes above and beyond what would reasonably be expected, or where we do something with the data that goes above and beyond what would reasonably be expected, this might include:

* Collection of children’s data
* Sharing of data with external organisations
* Using data for marketing purposes
* Collecting medical data

*Myth #3 Right to be forgotten – people can ask you to erase their records*

Untested as to what this pertains to – but aimed at internet search engines, so even the cases that have been ongoing pertain to people’s criminal past being erased from search results (but not the original newspapers in the archives).

Does not mean people will be able to request deletion of all mention of them, such as in minutes. But any meeting who receives such a request should contact BYM data safety group for advice on dealing with it.

*Any other myths – chance to let people ask questions here?*

**Data Audit**

The word audit sounds scary but we really mean each meeting going through their various activities, checking where they collect personal data, and recording this along with some other information.

See the attached template for data audit.

**Retention guide**

After you have done the audit, you can incorporate some of the information into a retention guide. Some meetings records custodians may have already developed a retention guide so remember to consult with your custodian if you have one.

Again this does not need to be a complex document, it can just be a list of the records you need to keep for a certain time period. Anything not on the list for long term retention can then be deleted in a timely manner when it is no longer needed for the purpose it was collected for.

I have deliberately just listed this information in a word doc as sometimes tables can be off-putting to people. You can present this information in whatever way will make sense to your roleholders – but it can just be a guidance document like this that people can be given when they take on roles rather than something which looks more complicated.

**Privacy policy**

Once you have completed the audit and retention guide, you will have the necessary info to put it all into a privacy policy.

This is basically just a document you can make public, and give to any members, attenders etc to give them information on how you will manage their data.

<https://ico.org.uk/for-organisations/guide-to-data-protection/privacy-notices-transparency-and-control/your-privacy-notice-checklist/>

Set out:

* Who you are: the name of the organisation collecting and controlling the data and contact information.
* An overview of your data processing activities and the bases for processing.
* What steps you will take to ensure security of the data you collect.
* Who people can contact if they wish to make a complaint about the handling of their data. You should give contact information for your organisation, and also inform them that they can contact the ICO if they are still unhappy.

See attached privacy policy template.