

General Data Protection Regulations

What should clubs and districts be doing

It is widely recognised that not everyone will be 100% compliant on the 25 May 2018. However, this does not exonerate you from your responsibilities and the need to start taking action now and formulate club and district plans. Below are just a few of the simple steps you can take now. More topics and advice will be covered in the weekly newsletters.

- First and foremost, raise awareness of GDPR with members, club and district officers. The more people know about it the less scary it is; it soon becomes routine rather than a chore.
- Reiterate and monitor good practice, such as using the 'Bcc' field when sending emails – don't assume everyone knows what you mean by Bcc (from experience, many confuse this with 'cc' which does not keep the email address confidential – think about giving a practical demonstration, some members will appreciate it.
- Password protect spreadsheets – if you don't know how, Google is a wonderful thing!
- Where your club or district has a website, make sure that personal contact details are not on public pages – where possible, consider using a generic contact email address on your website such as 'enquiry@xxxxxx.xxx' which can be redirected to individual Rotarians.
- Understand and document what personal data your club/district collects, where and by whom is it held, and who has access to it. Many of the changes with GDPR revolve around having good documented evidence that shows you know what personal data is held, where data is held, and that data collection and security is recorded as part of the planning process of activities.
- Think ahead – a new aspect of GDPR is 'privacy by design'. For example, as soon as your club/district decide to embark on a project or event that includes the collection of personal data (whether from Rotarians or non-Rotarians), you must from the outset consider and document as part of your plans how you are going to manage the personal data within GDPR. If you have already started planning an event taking place after 24 May 2018, revisit the planning and document how you are going to manage any personal data.
- Ensure that those who hold, or access personal data have appropriate security on their PC/devices, including firewalls on home routers. We will be covering this subject with District IT Officers in due course so that they may provide additional support at club and district level.
- Ensure that those who hold, or access personal data have specific training and abide by the RIBI Privacy Policy and any additional club and/or district privacy policies.