Data Protection for Community Groups

Principles of Data Protection.

Data protection is about protecting people's privacy. This is the purpose of data protection in any organisation, and is at the heart of data protection law, including the new General Data Protection Regulation (GDPR) that comes into force in May 2018. The most important step towards protecting privacy and complying with the GDPR is understanding some basic principles. These are:

- Know what personal data is.
- Only collect, store or use personal data if your group needs to do so for a clear, specific purpose.
- Only collect, store and use the minimum amount of data you need for your purpose. Don't keep extra data if you don't know why you need it, and don't keep data that is no longer needed for a clear purpose.
- Make sure people know how to contact you if they want you to remove their data from your records.
- Tell people what data you have about them if they ask you to, and remove it if requested.
- Store data securely.
- Be clear whether data belongs to your group or to you personally. Just because you have access to contact details held by the group, doesn't mean they are your personal contacts.

If you keep these principles in mind, you are likely to be respecting people's privacy and meeting the fundamental requirements of the GDPR.

The rest of this page provides more detail to help small, volunteer-run community groups to look after people's data and comply with the GDPR.

Follow the links for more information.

- [What is the General Data Protection Regulation (GDPR)](#)?
- [What personal data does your group collect, store and use?](#)
- [What is your group's purpose for collecting, storing and using personal data?](#)
- [Lawful bases for collecting, storing and using personal data](#)
- [Privacy notices: telling people about the data you are using](#)
- [Storing personal data](#)
- [Keeping in touch with your committee](#)
- [Sharing personal data with others](#)
- [People's right to their own data](#)
- [Removing personal data](#)
- [If you have not protected someone's data properly](#)
- [Sample data protection policy](#)
- The [Information Commissioner's Office](#) provides more thorough information about data protection for all organisations.