

General Data Protection Regulations 2018

A Quick Guide for members

This regulation gives everyone more control over how their data is used and how they are contacted. It also means we all have to review how we manage our members' personal data.

You have a right to know how Trefoil Guild is using your information. You can ask for it to be erased, you can ask for it to be transferred to another organisation, and you can ask what personal information we are keeping.

If you want to be a member of Trefoil Guild however, you do need to give us your permission to use some of your personal details to enable us to keep in touch with you. At all levels (guild, county, country or region and nationally) we will only keep essential information and destroy it when we no longer need to keep it. We will not pass information to third parties without your consent.

PERSONAL DATA IS:

Any information which can identify a person - name, date of birth, address, photo, email address, bank details, posts on social networking websites, or social media handles e.g. user names or a computer IP address.



We all need to check what personal data we are holding on other members - and ensure we only keep relevant, up to date information - preferably electronically on a password protected system.



SECURELY DESTROY OR FINELY SHRED:

- Out of date personal information - e.g. lists, old directories, filing cards, copies of joining forms.
- Don't keep any information on others "just in case".
- Permanently delete personal information relating to other people stored on your computer, iPad, phone etc.

SENDING INFORMATION:

- By email - send to yourself and use Bcc field if you are sending to more than one person
- Do not share photographs identifying members without permission
- When sending by post use as secure a method as possible when sending personal information
- Password protect any personal data transmitted by email (send password separately)
- Avoid using unsecured networks



NOTE: a breach of security of personal data is very serious and can attract large fines. Any breach must be reported immediately to the Office Manager at the Trefoil Guild national office 020 7834 6242 ext. 3010.

Check our website and *The Trefoil* magazine for up to date information.