

Journey of a Group:

GDPR

Overview

If you are part of an organisation working with people (e.g. volunteers, staff, customers, donors) and handling their personal information, it is important to make sure you are handling, processing and storing this information in a way that is UK GDPR compliant.

What is UK GDPR?

The current law governing data protection in the UK is UK GDPR (United Kingdom General Data Protection Regulation), which is a version of the EU GDPR adapted for use in the UK after Brexit. The UK GDPR is enforced by the Information Commissioner's Office (ICO), which is the UK's data protection authority.

UK GDPR outlines rules for how organisations and companies must handle personal data.

What is the purpose of the UK GDPR?

The UK GDPR primarily safeguards personal data, promoting transparency and accountability around how organisations handle this information.

It is designed to protect the rights of individuals whose personal data is being collected or processed. These individuals can be employees, volunteers, customers, or anyone whose personal information is handled by organisations.

Who does the UK GDPR apply to?

The UK GDPR applies to any organisation or individual (known as a “data controller” or “data processor”) that handles ‘personal data’ in the UK. It sets out requirements for collecting, storing and managing ‘personal data’.

See [this guide](#) to understand your role in relation to the personal data you are processing.

What is personal data?

Understanding whether you are processing personal data is important to understanding whether the UK GDPR applies to your activities.

Personal data under the UK GDPR refers to any information that can identify a living individual, either directly (like their name, address or email address) or indirectly (such as an IP address or other online identifiers).

For a guide on personal data and personal information [see here](#). The ICO also offers these [training videos](#) on the different data protection terms and what they mean.

What are our responsibilities as a group or organisation?

For GDPR compliance, you should know what data you hold, ensure informed consent, safeguard that data, respect individuals' rights, and have clear procedures for handling data breaches. You will need to develop a clear privacy policy explaining how you will use, store, and protect personal data.

Further Sources:

NCVO: [Data protection and volunteers](#)

Includes: definitions; data protection principles; sensitive personal data; individuals' access to information about them; volunteer records

NCVO: [GDPR, Data Protection Law, Brexit and how to keep on top of your responsibilities](#)

Includes: understanding data protection; steps to improve data protection in your organisation; writing a data protection policy and procedures

This factsheet is for guidance only. For any further information, guidance and support, please contact Bolton CVS on: 01204 546010 or e-mail: info@boltoncvs.org.uk