

## Getting Ready for the General Data Protection Regulation (GDPR)

The best place for direct and clear advice on the forthcoming changes to Data Protection legislation is the Information Commissioner's (ICO) Website ; <https://ico.org.uk/>

There is a particularly useful document which gives an overview of the steps to take to ensure compliance.

<https://ico.org.uk/media/1624219/preparing-for-the-gdpr-12-steps.pdf>

It is better to use the Regulator as a source of direct information. However, the Kennel Club is happy to provide guidance on specific Kennel Club/registered societies' queries as they arise.

The GDPR has been published and comes into effect on 25 May 2018. However, there are important sections which are currently subject to consultation by the ICO – in order for the ICO to issue guidance to assist organisations (of all sizes).

The issue is further complicated by Brexit – the GDPR will come into force before the Brexit date in 2019. The UK will then pass its own updated Data Protection laws which must incorporate the GDPR requirements but there may be further changes.

Whilst there are compliance issues the principles of data protection will be largely and broadly as now.

### GDPR Principles for processing data;

**Lawful/fair and transparent**

**Accountable; demonstrate compliance**

**Purpose limited**

**Adequate/relevant/limited data**

**No longer than necessary**

**Data security - technological etc protection from breach/notification of breach/planning**

To some extent registered clubs and societies are likely to have fairly limited Data Processing activities. The first step is to assess the data processing activities. The five 'Ws' is a good place to start with a data mapping exercise (see below).

This will actually be beneficial in helping to secure compliance under the new data protection law. It is important to know what the registered club or society knows what it does with data. The data map will then help develop an Information Notice which will serve as the rationale and legal basis for processing data – a requirement under the GDPR.

A club or society needs to complete an overview of how it handles data by asking five key questions; WHY/WHO/WHAT/WHERE/WHEN.

- Why                    the purpose/reason for holding data
- Who                    whose data are you holding
- What                    what data is being held
- Where                    where is the data being held
- When                    for how long is the data held

If your club has any queries or wishes to 'walk through' a data mapping document, then please contact this office;

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