

# GDPR

## General Data Protection Regulation

- GDPR relates to the protection of “personal data” by entities, such as societies, that control or process such data.
- Personal data is any information that can be used to identify you (name, email address, images etc)

## TIPS

1. Be clear on why you are taking data and how it will be used.
2. Store data securely. Cloud, Google drive. Lock away Physical Data
3. Store in an organised manner so it can be accessed (and removed) quickly if needed.
4. Don't hold unnecessary data (for membership name and email address)
5. Make it easy to OptPut (MyEmma)
6. Only store data for period of membership.
7. If using data for other reasons members must 'OptIn'
8. Data cannot be used outside of original purpose.

Images - are considered to be personal data. Should be stored in a secure way and be mindful when posting online (not to cause concern for members).

Images taken in public spaces are seen as 'legitimate interest'. However no harm to state on posters or announce that images will be taken at the event.

## What are the risks of non compliance?

Personal data breaches (even accidental), have serious consequences for socs

Data breaches may lead to compensation claims from members and serious non-compliance with the GDPR is punishable by fines of up to 4% of annual turnover or €20 million, whichever is higher.

Action required: A well thought out and data breach response plan. Assign a DP Officer and store data in an organised way so it can be located and dealt with quickly.

Contact [Emma@csc.tcd.ie](mailto:Emma@csc.tcd.ie) in the CSC if any questions.