

General Data Protection Regulation (GDPR)

GDPR is a European-wide law that replaces the Data Protection Act (1998) in the UK. It works on the premise that data protection is about ensuring that people can trust you or your organisation to use their data fairly and responsibly. If you collect information about individuals for any reason other than your own, family or household purposes, you need to comply.

Key Principles of GDPR

If you hold and process information about your clients, employees, volunteers or suppliers, then you are legally obliged to protect that information. You must follow the following five key principles:

1. Only collect information that you need for a specific purpose.
2. Keep it secure.
3. Ensure it is relevant and up to date.
4. Only hold as much as you need, and only for as long as you need it.
5. Allow the subject of the information to see it on request.

Key Terms Within GDPR

There are five key phrases that you need to know when it comes to GDPR:

1. 'Personal Data'

In short, personal data means information about an identifiable living individual. This might be anyone, including a customer, client, employee, partner, member, supporter, contact, public official or member of the public. If you could identify someone from the details you hold (either from one piece of information or a combination of multiple pieces), then it counts as personal data.

2. 'Data Subject'

This is the technical term for the individual whom Personal Data relates to.

For further detail on what is personal data, we recommend that you find out more by [clicking here](#).

3. 'Processing'

If you do almost anything with the data, then you are processing it. This might include collecting, recording, storing, using, analysing, combining, disclosing or deleting it.

4. 'Controller'

A controller is the person who decides how and why to collect and use the data. This will usually be an organisation, but can be an individual (eg a sole trader). If you are an employee acting on behalf of your employer or a volunteer for an organisation, the employer or organisation would be the controller. The controller must make sure that the processing of that data complies with data protection law.

5. 'Processor'

A processor is a separate person or organisation (not an employee) who processes data on behalf of the controller and in accordance with their instructions. Processors have some direct legal obligations, but these are more limited than the controller's obligations.

For further detail on whether your organisation is a data 'controller' or a data 'processor', we recommend that you find out more by [clicking here](#).

The Information Commissioners' Office (ICO)

The ICO has overall responsibility for implementing the GDPR in the United Kingdom. It has published a guide to GDPR which can be found by [clicking here](#). Within the guide, you will find more detailed information on the following subjects: Key definitions; Principles; Lawful basis for processing; Individual rights; Accountability and governance; and Security.

COVID-19

In response to the Coronavirus crisis the ICO has produced a blog entitled 'Community groups and COVID-19: what you need to know about data protection', which can be found by [clicking here](#). To assist organisations, they have included links to the following within the blog:

- Frequently Asked Questions (FAQs)
- Template privacy notice that your organisation can adapt and use.
- Simple data security tips for community groups.

Aberdeenshire Voluntary Action

We are funded by the Scottish Government and Aberdeenshire's Health and Social Care Partnership to support third sector organisations who are delivering a service within Aberdeenshire in the following ways:

- Development: Further information on any of the subjects within this document is available from your local Development Officer. To find out how to contact the relevant person, please visit our website by [clicking here](#).
- Funding Search: Our dedicated Funding Officer regularly updates our funding webpage with information to help fund your group. You can find out more by [clicking here](#).
- Office Services: We support organisations by offering services such as independent examination of accounts, payroll provision and PVG services. Further details can be found by [clicking here](#).
- Member Services: You can join us and become a member: Information can be found by [clicking here](#).

We are Aberdeenshire's Third Sector Interface



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