



GDPR Update

Only 18 days until the GDPR enforcement date

Following guidance from the ICO, NECA have completed the following steps to date:

1. **Awareness**—key people within the organisation are fully appraised of the new legislation.
2. **Information held**—personal data held across the organisation has been documented (what, where, why, when, access permissions).
3. **Privacy Information**—Privacy notices and policies have been reviewed and updated.
4. **Individual Rights**—Individual rights have been updated within policies and privacy notices.
5. **Subject access requests**—forms and policies have been reviewed and updated.
6. **Lawful Basis**—The lawful basis for processing activities have been identified and documented. This is explained in privacy notices and policies.
7. **Consent**—consent forms and processes have been reviewed and amendments made where necessary (in most cases the addition of a reference to GDPR).
8. **Children**—consent requirements for children have been reviewed and amendments made where necessary (in most cases the addition of a reference to GDPR).
9. **Data Breaches**—Procedures are in place to detect, report and investigate any personal data breach.
10. **Data Protection Officers**—NECA have voluntarily appointed a DPO:

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Things to watch out for in the coming weeks:

- ⇒ Revised Data Protection Policy and appendices
- ⇒ New Website Privacy notice
- ⇒ New Service User GDPR posters and leaflets
- ⇒ New Service User Privacy Notice
- ⇒ New Staff / Volunteers Privacy Notice
- ⇒ New Staff Contract Agreements—Customer Electronic Case and Database Management

Reminder

Information Handling Mandatory Training will take place on Tuesday 22nd May and Thursday 24th May.

Make sure you have booked a place