

Preparing for GDPR– a resource guide

Introduction

UK Data Protection legislation changed when the General Data Protection Regulation (GDPR) came into place on the 25 May 2018. The main objectives of the regulation are;

- to give more power to the individual about their data
- to regulate practice in EU countries to make international business easier

GDPR is an evolution of the current data protection legislation rather than a radical change in direction and as such if your organisation was compliant with the Data Protection Act 1998 you are well placed to comply with GDPR. This resource guide pulls together some of the key information and guidance on data protection and associated legislation, the changes under GDPR and lists the main organisations that can offer further advice, support and training.

Useful Websites

[ico. \(Information Commissioners Office\)](#): Your main source of information and advice about data protection and privacy are the Information Commissioners Office or ico. They are the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals. The ico. website has a range of toolkits, online self-assessments, guidance documents, webinars and training videos. The ico offer advice via a helpline, online chat and have recently opened a new advice line to specifically support smaller organisations including charities. To contact this line organisations should dial the ico helpline on **0303 123 1113 (local rate)** and **select option 4** to be diverted to staff who can offer support. As well as advice on preparing for the GDPR, callers can also ask questions about current data protection rules and other legislation regulated by the ICO including electronic marketing and Freedom of Information.

[Guide to Data Protection](#)

[12 Steps to GDPR](#)

[Guide to GDPR](#)

[Electronic Communications & Marketing](#)

[Privacy notices, transparency and control](#)

[Data Protection self-assessment](#)

[Specific information for charities](#)

[GDPR Myths- as series of blogs from the ico. setting the record straight](#)

[Reports on ico advisory visits/audit reports \(you can search by sector\)](#)

[ico YouTube channel-](#) includes an introduction to GDPR webinar

[Arrange an advisory visit to your organisation with a short follow-up report](#)

Fundraising Regulator: This is the body that sets and maintains the standards for charitable fundraising. They aim to ensure that fundraising is respectful, open, honest and accountable to the public and regulate fundraising in England and Wales. They hold the:

[Code of Fundraising Practice](#)

[Personal Information and Fundraising: Consent, Purpose and Transparency](#)

Institute of Fundraising (IoF) : The Institute of Fundraising is the professional membership body for UK fundraising. They support fundraisers through leadership and representation; best practice and compliance; education and networking; and they champion and promote fundraising as a career choice. The IoF have over 575 organisational members who raise more than £9 billion in income for good causes every year and they have over 6,000 individual members.

The IoF has produced some excellent [data protection resources](#)

Charity Finance Group (CFG) : Charity Finance Group is the charity that champions best practice in finance management in the voluntary sector. CFG was founded in 1987. They are a membership organisation, and over 1,350 charities are members of CFG. CFG provide a range of service which includes resources, events & training.

[Protecting Data, Protecting People, A Guide for Charities](#)

[General Data Protection Regulation: A Guide for Charities](#)

NCVO (National Council for Voluntary Organisations)

[Data Protection resources](#)

[How to prepare for GDPR and Data Protection reform- 12 steps](#)

NCVO webinar 'What Does GDPR Mean For Your Charity?' with Protecture

- [Recording](#)
 - [Slides](#)
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Paul Ticher: Paul Ticher has over 20 years' experience in the voluntary sector, as an information worker, manager and Board member in local and national charities. He is one of the country's leading experts in Data Protection in the voluntary sector, with experience going back to the mid-1980s when he designed and delivered training courses on the 1984 Data Protection Act, wrote extensively on the topic, and developed Data Protection strategies.

Data Protection - for voluntary organisations, DSC, ISBN 9781903991923

A guide to help you get your data policies and practices right, but also be on course to use your data to your organisation's advantage. Please note this book is currently out of stock however a PDF version is available for [download](#)

[Volunteers and Data Protection](#)

[Data Protection roundup special: GDPR, August 2017](#)

[acas \(Advisory, Conciliation and Arbitration Service\)](#)

Provides free and impartial information and advice to employers and employees on all aspects of workplace relations and employment law.

[Advisory booklet - Personnel Data and Record Keeping](#)

[National Cyber Security Centre \(NCSC\)](#)

The NCSC was set up to help protect our critical services from cyber attacks, managing major incidents and improve the underlying security of the UK internet through technological improvement and advice to citizens and organisations. Their vision is to help make the UK the safest place to live and do business online.

[Lasa](#)

Established in 1984, Lasa are dedicated to supporting organisations in their use of technology and the delivery of social welfare law advice to the disadvantaged communities they serve. Their services include free 1-1 IT support.

[Superhighways](#)

Superhighways is an ICT support and development project, run by and for the voluntary and community sector and based in South London. Their aim is to build voluntary and community organisations' ICT capacity, enabling more efficient and effective service delivery in the community. Superhighways provide a range of services including technical and strategic support and advice, ICT training, project management and consultancy.

[Superhighways list of GDPR resources](#)

Other Online Resources

[Department for Digital, Culture, Media & Sport Data Protection Bill Factsheet – Overview](#)

Blackbaud- have compiled a [GDPR toolkit](#) which includes a non-profit GDPR handbook

[Fundraising and Data Protection: A Survival Guide for the Uninitiated](#) – Tim Turner

[GDPR in under 60 Minutes](#)- Not voluntary sector specific but a very engaging presentation delivered by Phil Lee & Mark Webber

Small Charities Coalition has teamed up with Clearcomm to create an online tool to support GDPR compliance. More information about the tool including prices is available [on their website](#).

Data Protection Policies

****Please remember it is important that you consider the needs of your organisation and develop your policies and procedures accordingly and in line with ico guidance****

NCVO offer [guidance on creating a data protection which is GDPR compliant](#) (Please note this is member only content)

Bates Wells Braithwaite law firm has a <http://getlegal.bwbllp.com/products/gdpr-friendly-data-protection-policy> customisable GDPR-compliant data protection policy you can purchase on their Get Legal document production site. **Do check that this template is appropriate for you organisation** BWB suggest further advice if your organisation is processing **sensitive data**.

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