

1**PERSONAL DATA**

Make a list of all personal data held about donors, staff, volunteers, members and beneficiaries. Review why you are holding it, where it is stored, how it was obtained, how long you keep it for, and how secure it is.

2**CONSENT**

Review how you seek, obtain and record consent. Are they fully aware that they are giving consent and what for? Have they been informed of their right to withdraw consent? Have they given you explicit permission to contact them?

3**DATA PROTECTION POLICY**

Draw up or review data protection policies and procedures, including how you deal with data breaches and respond to the rights of data subjects. Decide if you need to appoint a Data Protection Officer.

6 THINGS TO THINK ABOUT IF YOU ARE A CHARITY OR NOT FOR PROFIT ORGANISATION

6**WEBSITE PRIVACY NOTICE**

Draw up or review your website privacy notice. Use clear and plain language and include details of who to contact in relation to privacy issues, the types of data you process, who you share it with, and how long you keep it.

5**POLICY REVIEW**

Make sure you review any existing policies and procedures that may be impacted by GDPR, e.g. HR, Health & Safety, employment contracts, fundraising, financial records, vetting checks, children and vulnerable adults.

4**ACCESS TO PERSONAL DATA**

Review how you deal with people who want access to information you have collected about them. Make sure you have systems in place to remove data, deal with complaints or correct inaccurate data.