

## GDPR: Overview for Member Groups and Clubs

This document is for Member Groups and Clubs to provide a quick overview of GDPR and your responsibilities. Please note, this is not our full GDPR Guidance for Groups -please do take the time to read and understand the extended guidance in the GDPR toolkit.

### The General Data Protection Regulation (GDPR)

The GDPR is a new EU legal framework which will come into operation on 25 May 2018 and introduces additional regulations for all organisations that process (collect, manage and use) personal data. As Cycling UK process data, and our volunteers process data on our behalf, all staff and volunteers are legally required to comply with the GDPR.

### Personal data

The GDPR applies to personal data, which is any information relating to a living person who can be directly or indirectly identified by that information. This includes name, postal address, email address, telephone number and Cycling UK membership number.

### Who's responsible for managing personal data?

Data protection is everyone's responsibility. If you process data on behalf of Cycling UK as part of your volunteer role, you are responsible for looking after other people's data in the same way as you would your own. However, some roles will have enhanced responsibilities, for example Registration Officers who regularly receive member data.

### Collecting data (purpose and informed, unambiguous consent)

Two big principles of the GDPR are purpose and informed, unambiguous consent. This means that if we want to collect data, we must be crystal clear about why it's being collected and ask people to give their consent to their data being used for these purposes. Data must not later be used for other purposes incompatible with the original purpose.

### Permission to contact individuals (positive opt-ins)

**We are not allowed to contact individuals (members or non-members) unless we have their active, informed consent and they have positively opted-in to hearing from us.** This means we can't use pre-ticked checkboxes, or assume that if someone is happy to hear from us by email we can also send them post. They must actively choose to hear from us, and tell us which channels they are happy for us to use. We must also record how and when consent was given.

### Respecting individual's contact preferences (opt-outs)

We always need to make sure that we're respecting individuals' contact preferences. This means not sending them things if they have opted-out of communications, and always having a method for people to update their contact preferences (e.g. Unsubscribe links on emails, or guidance on printed material about how to opt-out).

### Children's data (under 18s)

The GDPR is much more stringent around data relating to anyone under the age of 18. Cycling UK's safeguarding policy states that 13-17's may participate in Cycling UK activities provided signed permission has been given from the parent, and, in these cases, please ensure that you do not collect any data from them and avoid taking photos of them unless you have explicit permission from their parents. Please see the full guidance for more information.

### Documenting why and how data is processed

A key principle of the GDPR is to document how you process data. We are doing this at an organisational level, but groups and areas also need to do this at a local level. We've created a pre-populated "Managing personal data" template to help with this, please see section 3.1 of the GDPR Guidance for Groups for more details on how to do this.

- Familiarise yourself with the GDPR volunteer guidance in the GDPR data protection toolkit. This goes into more detail about how the GDPR applies to different volunteer activities, and what we need to do to ensure we are compliant.
- Agree who in your group/club will be responsible for creating and maintaining the pre-populated "Managing personal data" template, and start documenting anything that isn't already captured.
- Raise awareness of the GDPR toolkit amongst your volunteers in your area and groups so they can ensure they are complying with the guidelines which apply to activities they carry out.