



PELVIC RADIATION DISEASE ASSOCIATION

General Data Protection Regulation (GDPR) guidance

What is the General Data Protection Regulation?

From May 2018 GDPR became the new legal framework making it a legal responsibility to protect the information given to us by individuals.

The Regulation can be enforced through fines and criminal proceedings against the Pelvic Radiation Disease Association (PRDA), its employees and trustees. Any breach of the regulation could have a negative impact on our reputation, our income, and the services that we offer.

Information on GDPR can be found at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Volunteering and GDPR

If as a volunteer with PRDA you handle people's information you should be aware that the following steps need to be adhered to comply with the Regulation:

- Do not store names, personal and professional contact details of other volunteers or any external stakeholders on your personal devices (computers, tablets, or smartphone) unless it's necessary or you have their consent to do so.
- If you need to store names, personal and professional contact details make sure you do so in a private and secure format. For example, keep paper copies locked away and password-protect any electronic/ digital copies.
- Make sure that you do not store any other confidential information on your personal devices (computers, tablets, or smartphone).
- Clear out email attachments and electronic/ digital documents that may contain people's contact details or other confidential information.
- Do not share any personal or professional contact details or confidential information with a third party without first seeking consent from the individual.

