

## **General Data Protection Regulation (GDPR)**

### **A Briefing for Parents/Guardians of the Young Embroiderers' Members**

The law about Data Protection changes on 25th May 2018. This will affect how the Embroiderer's Guild (including Young Embroiderers and YE Groups) deals with your data. We are required to take action to be in compliance with the new GDPR law. The law affects personal data. This means information that can be used to help identify an individual, such as your name/your child's name, photograph, postal and email address, and phone number.

#### **The new legislation requires us to tell you...**

- What personal data the Embroiderers' Guild keeps; **why** it keeps it; **where** it keeps it; **who** has access to it; **how** it is protected; and for **how long** it is stored. We will always inform you about what information we require and what we use it for.
- The information we need to have to run the Young Embroiderers' membership scheme.
- The information we would like to have to give you/your child a personalised membership experience.
- How you can see and update yours and your child's personal information and how you can have your data removed or archived if your child leaves YE and you do not wish to buy any of its products. See 'Privacy Policy'.
- Any circumstances when your data must be shared with, or seen by, other organisations. No Young Embroiderers' data is currently shared with any organisation.
- Our policy about sharing or selling your personal information. **We don't!**
- What personal information needed by the Group Leader running a YE Group. They must tell you what information they need, where it will be kept, who has access to it, how it is protected and how long it will be kept.
- That we will never get information about you or your child from any third parties.
- That we will only use your (or your child's) information for research purposes with your permission.

#### **Changes that will involve us all:**

- We are increasing our data security to meet the new standards.
- We will ask you to create a new personal password when we introduce the new data security.
- We will ask you to check the accuracy of your personal information that we have.
- We will ask you to tell us what would like us to do to give you a more personal service.
- Whenever Young Embroiderers admin or a YE Group Leader asks you for information they will tell you *what/why/where/who/how* and *how long*.
- No one will assume you have given permission for your information to be kept or processed by others. You will be asked to give your express permission.

- The Embroiderers' Guild will appoint a Data Controller to check that all those who have access to your information do so according to the law. [datacontroller@embroiderersguild.com](mailto:datacontroller@embroiderersguild.com).
- The Embroiderers' Guild will also have a Data Protection Officer (DPO) who will review how all concerned deal with your data to make sure that all comply with the new law. [dataprotectionofficer@embroiderersguild.com](mailto:dataprotectionofficer@embroiderersguild.com)
- Young Embroiderers' Group Leaders are asked to do a practical audit of all personal information currently being kept.
- YE Group membership lists will only contain essential information. Any other information will only be shared on a 'need to know' basis.
- Printouts of information containing personal data will only be made if absolutely necessary.
- Personal data must be held on password protected PC/Laptops and not on USB sticks or CD/DVDs unless the files are encrypted.

#### **Changes you are urged to make:**

- We strongly recommend that you take extra care with personal information by changing your password at least twice a year.
- We strongly recommend that you never leave your PC/laptop connected to the internet when you are not using the device.
- No longer keep back copies of YE group member lists and other documents that contain personal data. Please delete or destroy all out-of-date YE Group lists and email exchanges etc asap.

#### **Changes the Guild will make:**

- The trustees and staff will conduct an audit of current data handling, storage and retention practice and make changes as necessary to comply with the new legislation. Revised data handling practices will be summarised and published on the YE members' side of the Guild website.

#### **More information:**

More information on this new legislation and what it will mean to you and your YE Group member can be found on the public pages and adult members' side of the Embroiderers' Guild website. This includes Embroiderers' Guild policies on 'Privacy'; 'Acceptable Usage'; 'Retention' and 'Cookies'. If you have a question and cannot access the members' side of the Embroiderers' Guild website, please send your question to [datacontroller@embroiderersguild.com](mailto:datacontroller@embroiderersguild.com).