

GDPR – Member Guidance Notes

Dear Member,

Following the UK's decision to leave the EU on 31 January this year it seems appropriate to briefly comment on data protection matters and advise that the general regulations still apply at this time. As part of this legal separation process a Data Protection Bill will apply to the UK in the future and GDPR 2018 will apply across the EU. Since the Metamorphic Association operates in the UK and the EU, as well as around the world, it is our intention that both pieces of legislation will be incorporated into our data protection policy to maintain compliance.

The introduction of the General Data Protection Regulation Act (GDPR) 2018 was an extension to the Data Protection Act 1998 so that electronic information and data gathering would also be covered under law. This was required due to the growth of electronic information following expansion of the internet and associated technologies and marketing strategies.

The Information Commissioner's Office (ICO) is particularly concerned with information being used for purposes other than that for which it was collected. As individuals you are accountable for the data you hold and are required to keep the information of others secure, and you are not allowed to collect or share personal details without consent. Therefore, it is important to remember that you should only use personal data you've collected from a potential/client for the purpose that you told them you were collecting it for, and for which they gave their consent.

In summary personal data should be:

- Processed lawfully, fairly and transparently
- Collected for a specific purpose and used solely for that purpose
- Adequate, relevant and not excessive
- Accurate and kept up to date
- Kept for no longer than necessary
- Kept securely; safe from accidental loss or malicious intrusion*

If you are in any doubt about your responsibilities regarding Data Protection and GDPR then please visit the ICO's website for further guidance.

Kindest regards,

Sharon Milton
Administrator

*All types of record-keeping are covered; paper (including diaries and notebooks), mobile telephone and computers. Given the widespread use of mobile telephones for accessing contacts, photos, and documents it would be wise to ensure that you have a plan in place for lost mobile device which includes remote reset and also that any passcode is not easily discoverable. On this point we note that family members can often have access to your electronic devices and that this could create an accidental data breach.

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