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| **Processing Information** | **Audit of Current Practice & Actions necessary to comply with the GDPR*****Please use the space below to make a note of your current practice in relation to processing personal data. This is to satisfy a requirement of the GDPR to audit our current practices in order to identify what needs to change.*** | **Retention Period** |
| Income (payments members and visitors make)andAccounts | CURRENT PRACTICE NOTES: We keep personal data for as long as is needed for auditing purposes (7 years in total) after which they are destroyed.HMRC still require that accounts are kept for 6 years following the year recently completed.CURRENT PRACTICE NOTES:As above and only the treasurer has this data. | Until accounts are audited or verified.Burn or shred photocopies of cheques immediately the event is complete.This will include personal data related to transactions, Gift Aid claims and expense claims. |
| Participants…In exhibitions; workshops; trips; summer schools; festival days; inter-branch meetings etc. | CURRENT PRACTICE NOTES: All documents which aren’t needed for audit are destroyed.CURRENT PRACTICE NOTES:Personal data isn’t always locked away, but will be from now on. All information that is circulated is on a need to know basis. | Handwritten notes – only retained until the information can be recorded digitally.Personal data must be deleted within one year of the completion of the event or activity; earlier if possible. |
| Sending personal information to third parties… hotels, meeting venues | CURRENT PRACTICE NOTES:We do not pass on any data at all | Personal data may be retained until the event has been completed but must be deleted within one year or earlier if possible.  |
| Application Forms | CURRENT PRACTICE:The treasurer has this information – only one copy is ever kept. From now on it will be kept in a lockable folder/wallet and will not be left on display or unattended. Our application form has been amended to comply with GDPR guidelines for 2018/19. We do not accept credit card payments so this does not apply. | Personal data may be retained until the event has been completed but must be deleted within one year or earlier if possible. |
| PRINTED MEDIA: Journals; handbooks; programmes; digests. | Considerable amounts of personal information is currently disclosed in these publications. We must now ask what is ‘needed’. Express permission must be sought from each person named or captioned under an image in a publication. This will be included in our application form 2018/19Do we need to caption an image with full names linked to a branch or would first names or simply ‘members of x branch’ suffice? We tend to put first name only.Guild contacted and hopefully new ‘work’ emails will be supplied for us to use in the near futureA spreadsheet will now be used for this purpose taking the information given on the new application form into account and all relevant people will have a copy. CURRENT PRACTICE NOTES: Members have given verbal permission for use of name and photo and this has been applied to all printed matter. We intend to gather permission for various media on the application form from 2018/19. | It is not possible to limit the period of time these documents stay in circulation, nor is it possible to guarantee that all copies will be destroyed at the end of the applicable period. |
| DIGITAL MEDIA: Region & Branch websites, blogs etc | Historically we have only used images of work from exhibitions, and first names. The only time a full name has been recorded was when awards were won and full names were not put directly with the images. The website will be up to date before the deadline.CURRENT PRACTICE NOTES: No copyright images are used. Permission is sought verbally from members to include their work. This will be in writing from 2018/19 | Events, achievements, exhibitions etc can remain on websites for as long as they are considered a benefit but they must not include personal data.  |
| Voting Forms including proxy votes; and proposer/seconder forms | CURRENT PRACTICE NOTES: Voting forms are destroyed after the meeting. We don’t use proxy votes in branch. Proposed/seconded forms are destroyed once minutes have been taken of the results and contain the bare minimum. | These forms should be destroyed immediately or as soon as is practical after the outcome of the vote is verified. |
| Membership records held by branchesBranch Member Lists | CURRENT PRACTICE NOTES: Members agreed by vote who the five signatories are and they have completed the data protection forms. No one else has these lists. Original membership forms are kept by the treasurer. Chairman and Secretary have a list of all members taken from the E.G. website and then printed. The other two signatories ask for information if they need to contact an individual. All documents are kept in a locked case.All out of date lists are destroyed. | Prior to handing over personal data to the incoming officer retiring branch officers must delete/destroy any member or visitor information that is no longer relevant or required.Retiring branch officers must then delete/destroy all records they hold at the time of their retirement.Personal information that is relevant to the future can be transferred to incoming officers.  |
| Member records held by regional officers | CURRENT PRACTICE NOTES: N/A | Prior to handing over personal data to the incoming officer retiring branch officers must delete/destroy any member or visitor information that is no longer relevant or required.Retiring regional officers must then delete/destroy all records they hold at the time of their retirement.Personal information that is relevant to the future can be transferred to incoming officers. |
| Visitor Records(Branch and Regional events and meetings) | CURRENT PRACTICE NOTES: We don’t pass on any information that we receive from visitors, not even to HQ. | In the event that the person does not reply or unsubscribes the Guild record will be archived and the branch concerned will be notified by the Guild and, thereafter, must delete the person’s record. |
| Emails | CURRENT PRACTICE NOTES: All branch emails go out through the secretary. She sends the email to herself and BCC’s all members.All committee and branch members will be reminded to delete old and irrelevant emails. | Quarterly review and deletion except emails relating to safeguarding or financial and other concerns, serious omissions or irregularities which should be referred to the Guild Data Controller. |