

IMPORTANT - YOUR ACTION NEEDED

Making sure we're delivering safe, great guiding

On 25 May 2018 the data protection law will change with the introduction of the new General Data Protection Regulation (GDPR). This will have an impact on all organisations that collect, use and store people's personal information. Because of these changes, we have to make our own changes to the way we use and store people's personal information. It affects everyone from volunteers and staff at a national level to your involvement at a local level.

You might have heard about GDPR in your own workplace, or from other organisations that you're involved with. We want to reassure you that we've been making preparations as well, and we wanted to use this opportunity to get in touch with all of our members with the latest information about what we're doing, plus what we need you to do now.

What will happen

At HQ we've updated our data protection procedures and we're making changes to ensure all our communications meet the data protection requirements. We're creating resources to help you understand what you need to do to comply with the new legislation. Enclosed with this letter is the first of these, a *Keeping information safe* leaflet. The new law details how we contact people and how long we're allowed to keep people's personal information, which is only for as long as we need it (like consent forms for an activity, which must only be kept until that activity has ended).

GDPR also means that how we communicate with you might change too. As part of your membership, it's important that you stay up to date with what's happening at Girlguiding so that you have all the information and opportunities possible to deliver safe, fun, exciting guiding to girls. We'll be contacting you in the coming months to tell you more about this, so if you haven't already, please update your email address in GO to make sure we have your most up to date details.

What you need to do next

To make sure we're following GDPR, you'll need to look at all the information you have on girls and volunteers (both current and historical information) and either destroy the documents or send them to us care of our trading department in Altrincham (see below for address), depending on the information in each document.

To help you do this and to make things as easy as possible, we've created a checklist - it's included in this pack, and we'll make it available online as well - Girlguiding.org.uk/dataprotection. It's important that you follow this approach - both in the checklist and in further communications you get from Girlguiding - even if you're doing it differently at work.

What's coming up later this year?

Over the next few months we'll be updating you on our policies and procedures and the support we'll be providing to you.

Please make sure that you read your 'Discover, grow' e-newsletter so you know what's happening.

If you don't currently receive the newsletter please contact newsletters@girlguiding.org.uk and we'll sort it out for you. The important thing is to carry on following our policies and procedures, and to follow the attached checklist.

Thank you for taking action to make sure we're all ready for these changes.



WE DISCOVER, WE GROW

Girlguiding