

# GDPR TRAINING

Protecting Data is Protecting People



# What is personal data

- “Personal data” means any information relating to an identified or identifiable person.
- If you can use the information you have to “identify” the person it is data. For example a name, home address, email address, telephone number or credit card details.
- We must be particularly careful of dealing with sexual orientation, religious or philosophical belief, political option, health, genetic or biometric data

## What we must do:

- Process data lawfully, fairly and in a transparent manner
- Collect data for specific and legitimate purposes and only use it for that purpose
- Keep it accurate, relevant and limited to what is necessary
- Keep it only for as long as we need it
- Keep it secure at all times

# Data breaches

- Mistakes and errors happen – we are human!
- A data breach is when data is given to the wrong person or lost
- DO NOT worry let Helen know as soon as you can
- We get in much more trouble for not dealing with a breach

## Do's

- Keep data secure by using passwords and only not allowing access to unauthorised people
- Delete inaccurate and out of date data
- Make secure back ups to prevent data loss
- If you are unsure ask

## Don't's

- Allow other people to see your laptop eg on a train or leaving a laptop unattended
- Send data to anyone other than Helen or a Wight Squirrel Volunteer
- Contact anyone unless specifically in relation to Red Squirrels