

GDPR Compliance checklist

As a charity you do not need to know everything about GDPR, but you do need to make sure you are compliant with the regulations. The following checklist aims to help identify any areas you need to address.

For starters...

- 1) Have you identified **all** the personal data you hold
- 2) Have you identified how you store personal data
- 3) Are you clear on how you use the personal data you hold
- 4) Have you decided and agreed how long you will keep personal data
- 5) Have you identified the “lawful” basis for processing personal data

Obtaining consent – people must proactively give consent to you to hold their data

- Is your consent request “unbundled” i.e. separate from general terms and conditions
- Is consent an active opt-in i.e. no pre-ticked boxes
- Is it clear who consent is being given to i.e. named not just “third parties”
- Do you keep a record of consent given
- Is it easy to withdraw
- DO you have a published privacy policy that includes use of cookies

Supporter Information given to you e.g. those turn up at a fundraising event, visiting your website etc.

- Does your online donation form have an unchecked opt-in button
- Does your sign in sheet have an unchecked opt-in box for those wanting further information
- Do you keep a record of consent that has been given
- Do you keep a central record of their communication preferences
- Are supporters able to unsubscribe easily

General Compliance checks

- Who is responsible for data protection in your organisation
- Have you trained your staff about keeping data secure and up to date
- Have you registered with the ICO
- Do you have a policy for dealing with people’s requests to access their data
- Do you have a legitimate reason for collecting data
- Do you have a policy on how you delete out-of-date information
- Have you published the steps you take to ensure data security
- If you use other organisations tools e.g. Mailchimp are they GDPR compliant
- Are your GDPR policies reviewed and agreed by your trustee board – signed and dated



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