

GDPR small charities compliance summary

- **Written policy** - Adopt a written policy in which you document your approach to data protection in your charity. <https://whitefuse.com/blog/data-protection-policy-template-charities>
- **Specify management responsibility** - assign someone responsibility for charity data protection and document this in your written policy.
- **Staff training** - regularly offer staff training on practical data protection issues like clearing out old information, keeping their access passwords secure, etc.
- **Registration with ICO** - register your charity with ICO as an organisation that processes personal data. <https://ico.org.uk/for-organisations/data-protection-fee/> includes self-assessment tool if you're not sure whether you need to register and pay.
- **Privacy notices** - make your privacy policy clear on your website and all the forms through which you collect personal data. <https://whitefuse.com/blog/privacy-policy-notice-template>
- **Responding to requests** - adopt a written policy to deal with requests individuals may make to access their personal data or have it removed from your systems. <https://www.gov.uk/government/publications/subject-access-request-privacy-policy>
- **Appropriate collection** - audit your systems to ensure the data you collect is (a) the minimum data for legitimate business need and (b) kept up-to-date.
- **Appropriate disposal** - include within your written policy details about how you will ensure that unused and out-of-date data will be safely disposed of.
- **Security** - include within your written policy the steps you have taken and will take to ensure the systems you use to process data are secure.
- **Outsourcing** - you are responsible for data processed on your behalf by a third party so check that their processing is also compliant.

Further support

ICO - Charity Guidance - <https://ico.org.uk/for-organisations/charity/>

- an [data protection impact assessment tool](#);
- a [guide to the GDPR](#);
- a [GDPR FAQs document](#);
- an [advice service helpline for small organisations](#); (Tel.no. 0303 123 1113)

Charity Toolkit

- [Think privacy toolkit for charities](#)
 - For organisations
 - PDF (309.21K)
- [Think privacy toolkit for charities - edgy type](#)
 - For organisations
 - PDF (818.53K)

Other ICO Resources

- ICO You Tube <https://www.youtube.com/user/icocomms>
- ICO Newsletter containing Top Tips for Charities
<http://newsletter.ico.org.uk/q/1AFNOh4AUI/wv>

National Council for Voluntary Organisation (NCVO) Blog

- [Data protection and GDPR, 5 things for Trustees to know](#)

E-consultancy Blog

- [GDPR: how to create best practice privacy notices \(with examples\)](#)

Fundraising Regulator

- [Fundraising Regulator refreshed GDPR: The Essentials for Fundraising Organisations guidance](#)
- [Information and Registration for Fundraisers. General Data Protection Regulation \(GDPR\) Resource Library](#)

Small Charities Coalition

- [General Data Protection Regulation – Online Tools, Resources and Guides](#)

Dorset Community Action, The Little Keep, Barrack Road, Dorchester, Dorset, DT1 1SQ

Leaflets – sign-up required

There are a range of companies that offer free resources to help organisations to comply with the requirements of GDPR. Some of these free resources do require the user to sign-up to receive emails/newsletters etc.. in order to access them.

Communicatorcorp.com an email marketing company offer a range of useful leaflet on a range of GDPR topics. To access them you do need to give sign-up information.

Example documents are attached to the email

Blackbaud.co.uk is a software company that specialise in the support of not-for-profit organisations. To access a range of free resources you are required to give sign-up information.

Example documents are attached to the email

Blackbaud Webinar (examples)

- [Communicating Privacy Practices to Donors](#)
- [GDPR – Not-for-Profits “What do you need to do?”](#)

Whitefusemedia.com is a charity website building company. They offer a free GDPR checklist, which is sent to you by email.