

13 April 2018

To: Clubs

Copy: Regions/NAs/Networks  
Federation Management Board  
Federation Programme Action Committee

Dear Members,

### **New Data Protection Legislation in the UK**

On 25 May 2018, a new European Union General Data Protection Regulation (GDPR) will come into force. This legislation extends the data rights of individuals, making transparency a right and increasing the obligations on organisations to have clear policies and procedures in place to protect personal data and to adopt appropriate technical and organisational measures. The rules of transparency and fairness have not changed from earlier legislation, but organisations are now obliged to account for what they do, why and how they do it.

As a Club you will need to consider the best way to inform your Members of the intention to use their data for membership purposes, including how this data will be stored and securely disposed of when necessary. To assist Clubs in preparing for the new legislation, a number of documents are attached to this mailing for your consideration. There is also a Frequently Asked Questions document on the Members Only section of the SIGBI Website. This will be regularly updated.

The Information Commissioner's Office (ICO) website provides an excellent resource to learn more about the legislation and offers a telephone and email helpline for all your queries – please see link below. GDPR is not something Clubs should be unduly concerned about. The ICO acknowledges that small not-for-profit organisations have limited resources to invest in automated data collection and storage.

<https://ico.org.uk>

The ICO is there to provide assurance to individuals that their data will only be used for the purpose for which it is collected. For Members this is to facilitate their membership of the Club and SIGBI Limited. What the legislation does expect is that Clubs review their processes and procedures, specifically in relation to how data is collected and where it is stored and give consideration to the security and disposal of that information.

We hope you find the documents useful. If you have any suggestions on how they may be improved, or have any further questions regarding GDPR, please contact SIGBI HQ - [hq@sigbi.org](mailto:hq@sigbi.org)

Kind regards,

*Gina Coad*

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