



Guidelines for Active Retirement Associations

Preparing for the General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) is a regulation in EU law on data protection and privacy for all individuals' personal data within the European Union. Personal data is any information relating to an individual, whether it relates to his or her private, professional or public life. It can be anything from a name, a home address, a photo, an email address, bank details; posts on social networking websites, medical information, or an individual's computer's IP address.

The regulation is about being able to show that the data the ARA has gathered, has met "lawful processing conditions" which include;

Consent – that the member has clearly and willingly agreed to the processing of their data for membership purposes,

Contract – that the member understands that their data is necessary for membership of your ARA and for membership of ARI.

The eight principles of GDPR, with a brief explanation for each, are as follows:

Personal data must...

1. Be processed fairly and lawfully

- Any individual's data, held by an ARA, **must be collected with the individual's consent** and using a lawful means; i.e. personal information cannot be sourced without the individual being aware that their data is being collected. For example, if you receive an email and there happens to be an individual's email address in the correspondence, you are not permitted to take this address and store it for your own use at a later date. You need to have permission.

2. Be obtained only for specific, lawful purposes

- There must be a reason for your ARA to store someone's personal information; for example if they are a member of your ARA and you require this data for affiliation purposes. An ARA cannot keep a record of someone's personal information if they are not a member of your ARA, or if they are not a company supplying services to your ARA.

3. Be adequate, relevant and not excessive

- An ARA should only hold personal data on individuals that it needs for the purpose of making someone a member of the ARA. Any data collected in excess of this, is unnecessary.
- Or an ARA may hold contact details of a tutor or trainer but their permission must be sought to hold on to this data.

4. Be accurate and kept up to date

- Efforts must be made to ensure that all personal information held by an ARA is the most current. For example, if a member changes their address, or updates their contact phone number, these details should be updated in the ARA's records.

5. Not be held for any longer than necessary

- It is unnecessary to hold onto personal data that is no longer relevant. If a member has left an ARA then their personal information needs to be deleted from the ARA's records.
- If you collect names and contact details of members every year then do you need to keep each year's record – if not delete.

6. Processed in accordance with the rights of data subjects (access)

- If an ARA member requests that they be provided with a record of all personal information concerning them that is held by an ARA, then this information must be supplied to the individual within a month of the request. This is why it is important to make it clear that only names, addresses and contact details are required.

7. Be protected in appropriate ways

- All personal information concerning members of an ARA must be stored in a secure location. **For example, paper records should be kept in a locked cabinet; and electronic files should be password-protected. Care must be taken as to who has access to this information and whenever it is being distributed electronically. Personal data cannot be shared outside the ARA without the consent of the individuals it concerns.**
- If you are using a membership book ensure this is not left lying around
- When affiliating to the national organisation the affiliation forms will include a sentence on this so that ARAs can safely send names and contact details for membership purposes.

8. Not be transferred outside the European Economic Area (EEA), unless that country or territory also ensures an adequate level of protection

- The ARI Central Support Office uses a secure server to store personal data, which is located within the EEA.

Active Retirement Ireland has adhered to many of these principles throughout its existence, as had been recommended by previous data protection policies issued by the Irish government; but these points are now EU regulations which must be complied with fully.

The GDPR came into effect on Friday 25th May this year, if an organisation or an ARA is seen to be in the process of becoming compliant with GDPR, then they will not be penalised. But you should begin to adhere to the principles outlined above and ensure that the data you collect on your members is protected, accurate and up to-date.

So remember to ask yourself the following.....

- 1. What information from members do I need to collect to run my ARA?**
- 2. Why do I need this information?**
- 3. What am I going to do with this information?**
- 4. Can I reassure members that their information is safely kept?**