

Data Protection Consent Form Notes

The Data Protection Consent form will help WIs ensure they are complying with new GDPR requirements which came in to effect May 25th 2018.

The form is designed to be simple and easy to alter to suit your WI, but these notes have been written to help with any queries. An electronic version can be downloaded from the WI Advisor section on the ESFWI website.

If you need any help or are not able to alter the Data Protection Consent Form to suit your own WI, please contact Vicky Booth at the Federation office, who can help with simple queries or will ask a WI Advisor to contact you to help.

You may need to add to or remove any of the blue parts to say what happens in your own WI. You should already be doing the parts written in black.

MSC rep – if Vicky keeps your WIs MSC records up-to-date, enter Vicky Booth, East Sussex Federation Secretary, where it asks for the name of your MSC rep.

Electronically Stored – **any** member who has details of your members to use for WI purposes, **must** have an individual password (not a family one) on their computer/laptop or other devices. This is not limited to the secretary, but also includes the member who organise trip and outings, sends newsletter or birthday cards out, etc. It **does not** include members who have exchanged details with another member personally.

Most people now have virus prevention software on their computer/ laptop or other device to protect their computer. It is important that you keep it up-to-date by installing updates. It does not need to be a special type of software.

Sending emails to your members should always be done by BCC (Blind Carbon Copy). To do this you send the email to your own email address and add the names of the recipients in the Bcc section. The email will be sent as normal, but no email addresses are shown except the sender's.

Once you have altered the form to explain your WI's GDPR procedures, a copy must be given to all members.

Your Date Protection Consent form should be reviewed annually to ensure it is kept up-to-date. Members should be told of any changes.