



GDPR refresh Data protection is everyone's responsibility

Whether you are new to data protection or just need to review and refresh your settings policy, here are some things to think about...

Register with the Information Commissioners Office (ICO)

It is the law to pay the data protection fee, which funds the ICO's work, but it also makes good business sense. Whether or not you have paid the fee could have an impact on your reputation. Paying the fee and being listed on the ICO's register of fee payers shows that your company take data protection seriously. It is a strong message for your customers – it lets them know that you value and care about their information. It also lets other organisations know that you run a tight ship.

Most companies will only need to pay £40 or £60 a year. If you need to pay and don't pay, you could be fined. <https://ico.org.uk/for-organisations/data-protection-fee/>

Self-assessment for small business owners and sole traders

If you want to review your current practice this handy self-assessment checklist will help you: <https://ico.org.uk/for-organisations/business/assessment-for-small-business-owners-and-sole-traders/>

This self-assessment checklist has been created with small business owners and sole traders in mind. It is also suitable for small membership organisations, such as sports clubs. Good information handling makes good business sense. You will enhance your business's reputation, increase customer and employee confidence, and by making sure personal information is accurate, relevant and safe, save both time and money.

Use this checklist to improve your understanding of data protection and find out what you need to do to make sure you are keeping people's personal data secure. Once you have completed the checklist a short report will be created suggesting some practical actions you can take and providing links to additional guidance you could read that will help you improve your data protection knowledge and compliance.

Make sure your privacy notice is up to date

When processing personal data, you must tell people what you are doing with it. They have the right to know why you need it, what you will do with it and who you are going to share it with. You should provide this information in a clear, open and honest way.

It is best to have this written down in a document called a privacy notice. The ICO have developed a template you can use to help build your own privacy notice, including recommended wording, tips and links to relevant guidance. The template is especially suitable for small businesses, sole traders and community groups. <https://ico.org.uk/for-organisations/make-your-own-privacy-notice/>

Staff training

The law doesn't say what staff data protection training should include or how often it should be provided – this will depend on what is right for your situation. But like any other mandatory training, it should be relevant to people's role and refreshed regularly. This could be done at a staff meeting it doesn't need to be onerous.

Generally speaking, the training you provide should cover at least the data protection basics, what to do if something goes wrong, and what privacy information you give out to parents. Data protection is everyone's responsibility, so you'll need to provide training to everyone who works for you, including temporary staff and volunteers.

Visit the ICO website for all the information you need <https://ico.org.uk/>

You may also be interested in:

Almost a year on...are you compliant with GDPR? *smalltalk* (spring 2019) pg 24-25

Preparing for GDPR: what nurseries and childcare providers can start doing now, *smalltalk* (spring 2018) pg 6-9

For more info visit: earlyyears.wales/en/central-support