



GDPR GUIDANCE

During the Coronavirus pandemic the ICO has been clear that they don't want Data Protection to stop people from helping others. However, there are certain things that need to be taken into account when handling people's information.

KEEP IT CLEAR

You should be clear, open and honest with people about what you are doing with their personal information. Tell them why you need it, what you'll do with it and who you're going to share it with.

KEEP SHARING

In an emergency, working with partners and sharing information with them can make a real difference to public safety. In fact, it could be more harmful not to share the data than to share it.

For example, you might need to tell a local council about elderly residents who are housebound due to self-isolation and who need support.

If you can, think ahead. What kind of information are you likely to share? What do you need to do to make sure that happens securely?

Data protection law does not prevent you sharing personal information where it is appropriate to do so.

KEEP IT SECURE

You must look after the personal data you collect. That means keeping it secure on a device – which can be your own - or in a locked cabinet, for example.

Security measures needn't be so onerous that they prevent you carrying out your work.



Think about the impact on a vulnerable person if the information they entrusted you with becomes lost or stolen. Then apply measures to reasonably reduce the risk of that happening.

KEEP IT TO A MINIMUM

Only use and keep what you need to provide help to vulnerable people during the COVID-19 crisis. When the emergency is over, make sure you and your volunteers securely delete or destroy any personal information that you no longer need.

KEEP A RECORD OF WHAT YOU DO

Finally, you should keep a record of any decisions you make that involve the use of personal information. Ideally, you should do this first – even before you start collecting information. But we understand that might not be possible during the pandemic. So just make sure you keep notes of what you've done and why and then make more detailed records as soon as possible.

*Advice as per ICO blog -

<https://ico.org.uk/about-the-ico/news-and-events/blog-community-groups-and-covid-19/>

For further resources please visit www.henleymutualaid.org.uk