

DATA PRIVACY TIPS



Right to privacy

Keep personal data confidential and secure don't share or disclose it carelessly or on purpose, especially outside of your work for RCG



Care when sharing

Treat all info sharing on a "need to know" basis. Be careful disclosing other people's data verbally, digitally or in writing. Understand some people tend to overshare



Data minimisation

Only ask for or use the minimum for the work you need to do



Store it securely

Keep paperwork secure, don't leave it laying about, don't forward emails or texts, and delete or dispose of data securely



Report breaches

Report any breaches , no matter how small they are – RCG keep a log to meet their legal obligations, and this helps maintain and improve compliance



Keep it professional

As a volunteer, our client will trust you and may share very personal info. It's important to listen and build appropriate relationships but maintain professional boundaries



Safeguarding

Be aware of privacy and confidentiality in balance with any obligations to report safeguarding or wellbeing issues, or reports of high risk or harm. Speak to the RCG Office if you have any concerns

Redbourn Community Group

Charity Number: 297955

Call: 01582 794550

Email: info@redbourncg.org

Web: www.redbourncg.org



GDPR Do's and Don'ts

Do keep usernames and passwords secure

Do shred personal data if in paper form

Do be vigilant with emails and attachments, use BCC facility for group emails

Do report any data breaches immediately to the RCG Office who will report to the ICO

Do log out when not using a digital service

Do only use personal data if you need to and for as long as you need it

Do familiarise yourself with RCG data protection policies

Do always verify a person's identity before handing over personal data

Don't give your username or password to anyone

Don't open emails or attachments from unknown source.

Don't dispose of personal data in regular bins or recycling if it has not been shredded

Don't leave your computer logged on if you can access personal data from .

Don't leave any personal information lying around

Don't duplicate personal data unnecessarily

Don't provide access to persona data unless it is necessary and lawful

Don't store your passwords in browsers

Data protection and confidentiality is key to our work at RCG: the individual has absolute control/rights over their data, not RCG and its volunteers. If in doubt, always ask yourself 'what if this was my information? If someone [submitted a subject data access request](#) – would I know what information I hold, where it is, who else has access to it and for how long?'

RCG pays a registration fee with the [ICO \(Information Commissioner's Office\)](#). Every organisation who processes personal information needs to pay a data protection fee to the ICO, unless they are exempt.