



**PROSTATE
CANCER UK**

General Data Protection Regulation (GDPR)

Factsheet for all Volunteers

May 2018

What is the General Data Protection Regulation?

The Regulation will replace the UK Data Protection Act 1998 (DPA) from 25 May 2018, becoming the new legal framework in the European Union (EU).

Under the Regulation, we have a legal responsibility to protect information given to us by individuals. The Information Commissioner's Office can enforce the Regulation through fines and criminal proceedings against Prostate Cancer UK, its employees and trustees.

If we breach the Regulation in any way we would seriously harm our relationship with volunteers, donors, supporters and service users. This would negatively affect our reputation, income and future support.

While the principles of the Regulation remain generally the same as the DPA, there is added detail around certain points and some new requirements. These mostly apply to Prostate Cancer UK as we are the 'data controller', but it is a useful opportunity to refresh your knowledge of data protection and how it restricts your volunteer role.

Information on the General Data Protection Regulation can be found at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

How does this apply to what I do as a volunteer?

Our volunteers may handle people's information and contact details in a larger or smaller scale depending on their volunteer role. You must be aware of the following steps to ensure we comply with the Regulation:

- Do not store names, personal and professional contact details of other volunteers or any external stakeholders on your personal devices (computers, tablets or smartphone) unless it's necessary or you have their consent to do so.
- If you acquire or need to store names, personal and professional contact details make sure you do so in a private and secure format. For example, keep paper copies locked away and password-protect any electronic/ digital copies.
- Make sure that you do not store any other confidential information on your personal devices (computers, tablets or smartphone).
- Clear out email attachments and electronic/ digital document that may contain people's contact details or other confidential information.

Please refer to your role description and our volunteering related policies for more information on your role. If you have any questions, please contact the Volunteer Engagement team on volunteer@prostatecanceruk.org