

General Data Protection Regulation (GDPR) – FAAOA Compliance Plan

GDPR legislation comes into force on 25 May 2018. It is not expected that all organisations, particularly small associations, will have all measures in place by the time GDPR is enacted. However, it is expected that organisations should have a plan to ensure compliance within reasonable time.

We hold information on our members in a database which in full form is only accessible by the Administration Director. This information was collected when members joined the Association and is used by the FAAOA to administer the organisation. Limited member information is available to members, via secure FAAOA website access and the 'Blue Book', for their use to contact fellow members of the Association for reunion and event activity.

We have assessed that we have a legitimate interest to hold member information to administer the Association.

Plan

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| Examine the requirements of GDPR | Complete. Hon. Sec attended a COBSEO briefing 26 Mar 18. Admin. Dir. conferred with Officers Association in Apr 18. |
| GDPR (informal) notice | Complete. Notice to be put into the next news sheet (May 18). |
| (On-line) Membership Application Forms | Changes to ensure compliance with GDPR. (Jul 18) |
| Privacy Policy and a (Formal) Privacy Notice | To be drafted for committee meeting in Jul 18 for consideration. To be included news sheet and on website soon after. |
| Blue Book | Assessment to be made by the Committee on compliance with GDPR. (Jul 18) |
| Review | Conduct a review on Association compliance with GDPR. (May 19) |

The Committee

2 May 18