



# Do Sheds need to register under the New Data Protection Act (GDPR – May 2018)



- All information and registration is available at [WWW.ICO.ORG.UK](http://WWW.ICO.ORG.UK) (Information Commissioner's Office)
  
- Existing (UK) Data Protection Act
  - Most membership clubs do not need to register provided: -
    - They don't hold Health Records
    - They don't have a CCTV system
    - They don't have trainers who have been through a vetting procedure
    - Membership details are used internally only (No 3<sup>rd</sup> Party Access)



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- New (EU) General Data Protection Regulation (GDPR) will be law in May 2018.
- Do small membership clubs need to register?  
Results using ICO Self Assessment  
(<https://ico.org.uk/for-organisations/register/self-assessment/>)

## Registration self-assessment

1. Do you use CCTV for the purposes of crime prevention?

Yes

No

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# Do Sheds need to register under the New Data Protection Act (GDPR – May 2018)



## 2. Are you processing personal information?



'Processing' means doing any of the following with the information:

- obtaining it;
- recording it;
- storing it;
- updating it; and
- sharing it.

'Personal information' means any detail about a living individual that can be used on its own, or with other data, to identify them.

Yes

No

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## 3. Do you process the information electronically?



Answer 'Yes' if you process the information using computers or any system that can process the information automatically, including CCTV systems, digital cameras, smartphones, credit card machines, call logging and recording systems, clocking machines and audio-visual capture and storage systems.

Yes

No

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4. Is your organisation responsible for deciding how the information is processed?



Answer 'No' if you only process information on behalf of another organisation.

Yes

No

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5. Do you only process information for one of the following purposes?

- Judicial functions;
- domestic or recreational reasons (ie information relating to a hobby); or
- to maintain a public register (ie you are required by law to make the information publicly available).

Yes

No


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## 6. Are you a not-for-profit organisation that qualifies for an exemption?

 Answer 'Yes' if your organisation was established for not-for-profit making purposes and does not make a profit. Also answer 'yes' if your organisation makes a profit for its own purposes, as long as the profit is not used to enrich others. You must:

- only process information necessary to establish or maintain membership or support;
- only process information necessary to provide or administer activities for people who are members of the organisation or have regular contact with it;
- only share the information with people and organisations necessary to carry out the organisation's activities. Important - if individuals give you permission to share their information, this is OK (you can still answer 'yes'); and
- only keep the information while the individual is a member or supporter or as long as necessary for member/supporter administration.

**You must answer 'No' if you use CCTV for crime prevention.**

Yes

No

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1. Do you use CCTV for the purposes of crime prevention?

**No**

2. Are you processing personal information?

**Yes**

3. Do you process the information electronically?

**Yes**

4. Is your organisation responsible for deciding how the information is processed?

**Yes**

5. Do you only process information for one of the following purposes? (Judicial, Hobby, Public Register)

**No**

6. Are you a not-for-profit organisation that qualifies for an exemption?

**Yes**





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## You are under no requirement to register

Some not-for-profit organisations are exempt and based on the information you have provided you do not have to register with the ICO.

However, it is important that your organisation adheres to the principles of the Data Protection Act (DPA) and understands best practice for managing information. To help ensure you are complying with the DPA, we have produced a range of [training materials](#) including practical toolkits, training videos and more.

You can still [register voluntarily](#) if you wish.



# Do Sheds need to register under the New Data Protection Act (GDPR – May 2018)



**We are a not-for-profit organisation - do I need to register? (From ICO FAQ's)**

**You do not have to register if organisation was established for not-for-profit making purposes and does not make a profit or if your organisation makes a profit for its own purposes, as long as the profit is not used to enrich others. You must:**

- only process information necessary to establish or maintain membership or support;**
- only process information necessary to provide or administer activities for people who are members of the organisation or have regular contact with it;**
- only share the information with people and organisations necessary to carry out the organisation's activities. Important - if individuals give you permission to share their information, this is OK (you can still answer 'yes'); and**
- only keep the information while the individual is a member or supporter or as long as necessary for member/supporter administration**



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- Only request data which is actually necessary  
Name, Address, Email, Phone Numbers, ICE Contact (In Case of Emergency)
- Ensure you have POSITIVE Consent  
E.G. Include on a membership form a signature, date and a phrase similar to: -  
(Information entered on this form will be used only for the membership records and administration of xxxxxxxx Men's Shed and will be held in a secure system by only those officers entitled to do so.)
- Include a section in you Member's Hand Book for Data Protection which includes the following: -
  - Statement similar to the above
  - The Member's right to View, Amend or Delete held information and who to contact.
- **DO NOT** Include Special Category information (unless registering and with a Legal justification)
  - This is generally considered private information which a person would not want public  
E.G. Race, Ethnic Origin, Politics, Religion, Medical History, Criminal History, Etc.
- A Guide to the General Data Protection Regulation (GDPR) can be found at:  
[www.ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr](http://www.ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr)



# Do Sheds need to register under the New Data Protection Act (GDPR – May 2018)



# Discuss



**Do Sheds need to register under the New  
Data Protection Act (GDPR – May 2018)**



**Thank You**