03 | Guidance for Organisations

Data protection for non-profits

PERSONAL INFORMATION

List all personal information held on donors, staff, volunteers, members, beneficiaries – and review:

- why you're holding it
- where it's stored
- how it was obtained
- how long you keep it for
- how secure it is

INDIVIDUAL CONSENT

Review how you seek, obtain & record consent::

- Is the individual fully aware they're giving consent & what for?
- Have they been informed of their right to withdraw consent?
- Have they given you explicit permission to contact them?

DATA PROTECTION POLICY

Review data protection policies and procedures, including how you deal with:

- Data breaches
- Individuals information rights

Appoint a Data Protection Officer if required.

ACCESS TO PERSONAL INFORMATION

Review how you deal with people who want access to information you've collected about them.

Have systems in place to:

- Remove personal information
- Deal with complaints
- Correct inaccurate personal information

POLICY REVIEW

Include DP impacts on existing policies and procedures, e.g:

- HR
- Health & safety
- Employment contracts
- Fundraising
- Financial records
- Vetting checks
- Children
- Vulnerable adults

WEBSITE PRIVACY NOTICE

Review your website privacy notice:

- Use clear and plain language
- Include details of who to contact for privacy issues
- The types of data you process
- Who you share it with
- How long you keep it

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