

## **Sheffield Autistic Society Document Instructions to SAS volunteers, committee members, event and trip organisers and facilitators.**

In relation to the General Data Protection Regulation

New stringent regulations have been introduced to safeguard member's privacy. Very large fines can be imposed in the event of breaches of the new rules. In the course of your activities for SAS you may need to have access to data that is protected by legislation.

"Data" includes name, DOB, postal address, e-mail address, medical notes, details of the behaviours.

It is essential that you access data only on a need to know basis. If you are in possession of data it is essential that it is kept securely and not passed on to anyone else other than on a need to know basis and certainly not to anyone outside SAS or an organisation in which SAS members are participating. Once you have concluded the activity for which the data was required you must delete it permanently from any device upon which it is held.

Data should not be stored on an electronic device which is not password protected. Any electronic device must be stored securely.

In the event of a suspected Data Protection breach this must be communicated straight away to the SAS secretary and in any event in 24 hours. The SAS Secretary must within 72 hours report any suspected breach to the Information Commissioner.

Basically, use your common sense and be careful not to lose devices that hold what you may consider to be innocuous information but which is in fact data and remember to delete any information that you have acquired immediately after a course or event has concluded.