GDPR and Data Protection







Awareness training for volunteers



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This briefing will...

- Explain why data protection is important to Anthony Nolan volunteers
- Give the basic facts about data protection and information security
- Outline your responsibilities as an Anthony Nolan volunteer



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Key terms

DATA SUBJECT

The person who can be identified from the personal data. For Anthony Nolan this includes members of staff, volunteers, donors, patients, suppliers, supporters, etc.

PERSONAL DATA

Any information relating to an identifiable person who can be directly or indirectly identified, in particular by reference to an identifier.

DATA PROCESSING

Anything which you can do with the data. This includes data storage, transfer, destruction, etc.

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Key terms

PHISHING

The practice of sending fraudulent e-mails (appearing to be) from companies in order to trick individuals to reveal personal information such as passwords, credit card numbers, etc.

PECR

Privacy and Electronic Communications Regulations (PECR), provides individuals with specific rights in relation to electronic communication.

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Data Protection

- Anthony Nolan processes and stores personal data relating to employees, donors, supporters, etc.
- This data requires protection to prevent misuse by third parties for fraud, such as phishing scams and identity theft.
- The rules for this are outlined in the Data Protection Act 2018 which regulates how personal data is used by organisations, businesses or the government.
- The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR) – regulation automatically applied in the UK via EU law on data protection and privacy for individuals within the EEA.

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The ICO

- The Information Commissioner's Office (ICO) is an independent UK authority that promotes openness of official information and protection of private information.
- The ICO issues penalties of up to £500,000 to those who have broken the Data Protection Act 2018 or the Privacy and Electronic Communications Regulation (PECR).
- Serious breaches may result in enforcement action.



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Personal data

- Personal data is any information that can be used to identify a live individual.
- This includes, but is not limited to: Address / DOB / E-mail address
- Under GDPR, some forms of personal data are categorised as '*Special category data*'. These are more sensitive and therefore need more protection. This includes: Race /Ethnic Origin / Politics / Religion / Trade Union Membership / Genetics/ Biometrics /Health /Sex Life /Sexual Orientation

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Volunteers process personal data

As an Anthony Nolan volunteer you will process some personal data. Depending on your role this could include:

- Potential donor's details when they sign up to join the register, including some medical information
- Donor's name when you go on a donor visit
- Anonymised patient and donor details when you collect and transport stems cells



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Data protection principles

The GDPR sets out seven key principles that form the foundation of our approach to processing personal data:

01

Lawfulness, fairness and transparency

We must tell the data subject what data we will process, how it will be processed and ensure the processing meets the GDPR standard.

02

Purpose limitations

We can only use the personal data obtained for the purpose we informed the data subject about.

03

Data minimisation

We only collect the data we need for the specified purpose and should not collect any additional data.

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Data protection principles (continued)

04

Accuracy

We must ensure that the data processed is accurate and up to date.

05

Storage limitations

Data should not be stored or kept for longer than required.

06

Data security

We must process the data securely to prevent unlawful processing or accidental loss, destruction or damage.

07

Accountability

We must take full responsibility for what we do with personal data and how we comply with the other principles.

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Data subject rights

The GDPR establishes control for the data subject, granting the following data subject rights:

1) The right to be informed

Data subjects have the right to receive information about how Anthony Nolan collects and processes their personal data. This is part of our obligation to ensure we act fairly and transparently when we process personal data.

2) The right to access

The right for data subjects to access their personal data, so they can see what data is held and how it is used. A data subject access request (DSAR) is submitted, which we have to respond to within one month.

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Data subject rights (continued

3) The right to rectification

Data subjects have the right to correct any inaccurate personal data held. We have to erase or amend any inaccurate or incomplete data within one month of notice (up to two months if the request is complex).

4) The right to erasure

Also known as the right to be forgotten. An individual can request the deletion/removal of personal data and we must comply when certain conditions are met.

5) The right to restrict processing

Under certain circumstances, such as when there's a dispute about the accuracy of the data, data subjects have the right to restrict processing. When it is restricted, we are permitted to store the personal data, but not to process it in any other way.

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Data subject rights (continued)

6) The right to data portability

This involves the right for data subjects to receive a copy, free of charge, of the personal data we hold about them. We must provide the data to them (or another data controller) in an easy to use format.

7) The right to object

Data subjects have the right to object when we collect their personal data. If we receive an objection, we have to immediately stop processing except in specific circumstances.

8) Rights in relation to automated decision making and profiling

The GDPR gives individuals the right not to be subject to automated decision-making, including profiling, which could have a significant effect on them.

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Information security

In compliance with GDPR, there are various measures we should follow to safeguard the personal data we process:

- Encrypt the data
- Lock our computers
- Avoid taking personal data offsite
- Securely lock personal data
- Use secure passwords
- Do not share passwords
- Avoid printing/sharing sensitive information unless absolutely necessary



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Reporting a breach

- A data breach is an intentional or unintentional release or misuse of personal data.
- Anthony Nolan has a legal obligation to report certain types of data breaches to the ICO within 72 hours of discovery – this is the point of discovery by all Anthony Nolan staff and volunteers.
- All suspected breaches must be reported **as soon as possible** to dataprotection@anthonynolan.org and let your volunteer lead/Anthony Nolan staff contact know you have done this.

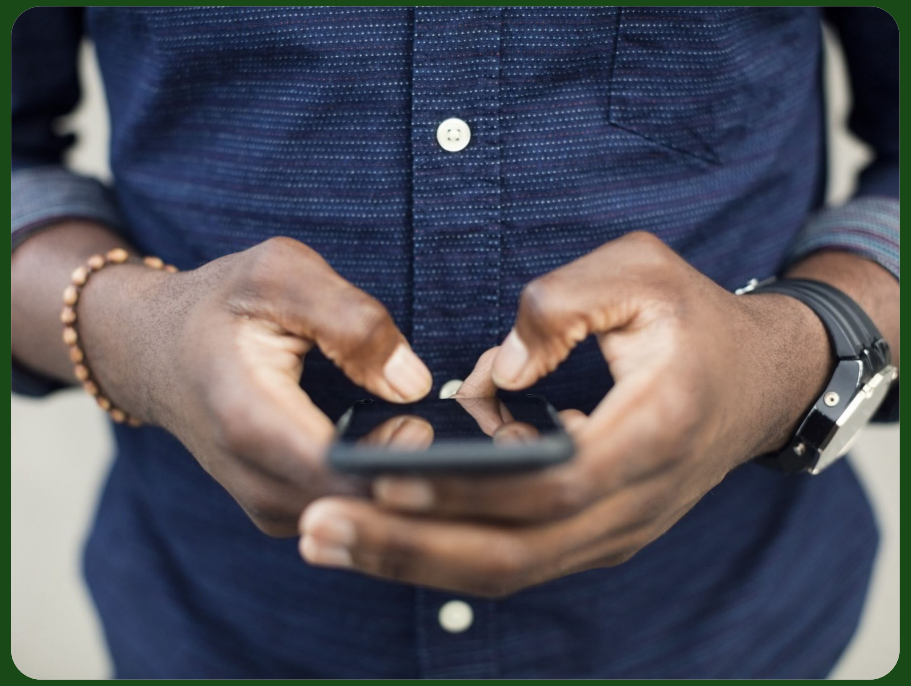


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Your responsibilities

When handling personal data as an Anthony Nolan volunteer, you should:

- Keep personal data secure at all times
- Lock away personal data if cannot keep it with you
- Ensure you only write down facts not opinions
- Immediately inform your Anthony Nolan staff contact if you lose any personal data



All volunteers will receive role-specific guidance as part of their training/briefing for role.

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Thank you!



Data protection queries

dataprotection@anthonynolan.org

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