**GDPR DO’S AND DON’TS**

**DO** – think about your members details before sharing them. Would you like another organisation to do that with your data?

**DON’T** – share member details with the whole WI. Limit sharing of personal information on a ‘need to know’ basis.

**DO –** use your allocated WI Mailbox. This is an essential link in the chain of communication between NFWI, the Federation and your WI.

**DON’T** – share member details with the whole committee if they don’t need them. Just because they are on the committee, if they don’t contact members they don’t need the list.

**DO** – keep any sign-up lists basic with name only.

**DON’T** – send member details to a committee member who shares an email address. Ask them to set up a separate email even if it is just for WI business.

**DO** – if you want to collect contact details for a particular activity, use a small slip of paper with the name of the activity and ask them to fill it in and pop it in a box. These can be easily destroyed when no longer needed.

**DON’T –** when sending a group email,put all the email addresses for a group email in the ‘to’ or ‘cc’ box. For maximum data protection send to yourself and place other recipients’ details in the ‘bcc’ box.

**DO** – password protect any spreadsheets – especially if anyone with access shares a computer or you use a memory stick.

**DON’T** – put addresses or contact information on any literature or flyers.

**DO** – shred any old lists or surplus copies.

**DON’T** - Open email attachments from an unknown source (the majority of data breaches do not stem directly from malicious external attackers, they usually originate from an accidental insider)

**DO** – get your members to sign a consent form for photos. Always give a shout out before taking any photos to allow people to move out of the way if they don’t want to be in it.

**DON’T** – be afraid to ask if you’re not sure about something. There are no stupid questions.

**DO** – put a copy of your policy and privacy notice on your website or have copies available at your meetings. This information should be readily available to everyone.

**DON’T** – think it doesn’t matter if you don’t do any of the above. **IT DOES.**