

## **GDPR: simplified action list for teachers of bridge**

**Identify who will be responsible for implementing the new regulations within the teaching facility.** This could be one person, or two or more working together.

**Decide which role within the teaching facility will have the main responsibility in future for ensuring that the organisation discharges its obligations under the GDPR – e.g. the senior teacher – and who will answer any questions or requests about data held on members.** Ideally, it should be possible to contact these people through a role-related email address such as memsec@bridgeschool.com, but if not, you will need to give their contact details on your website.

**Compile – and keep! – a list of what personal data is held by your organisation, how it's stored, who has access to it and how it's protected.** Consider limiting access where appropriate.

**Identify any external data processors – e.g. Bridgewebs, EBED and the EBU – and make sure that you have appropriate clauses on personal data included in your contracts with them.** The EBU will shortly be providing guidance and assistance on the preparation of such clauses.

**Produce and publish a privacy policy,** based on the EBED template but using the information from the previous steps to amend it where necessary. The privacy policy should be circulated to students and also available on your website. It will need to be reviewed and updated regularly.

**Review any listings of personal data which are not absolutely required to run your organisation – e.g. lists containing email addresses/phone numbers – and either cease to compile them, or seek explicit consent from each person whose personal data is included.**

**Review data retention:** decide how long you need to keep data after someone has left your organisation, and set up a process for deleting personal data once it is no longer required.

**Strengthen all passwords used to protect personal data and make sure they are changed as necessary,** particularly every time someone who knows a password stops carrying out the role for which they needed it. Passwords should be at least 8 characters and should contain at least one of each of: both upper and lower case letters, a number, and ideally a symbol.

**Decide how the organisation will deal with data breaches and subject access requests.** A written summary of the agreed procedure should be included in the guidance note described below.

**Prepare a short guidance note for everyone who has access to students' personal data, explaining what they need to know and do to comply with the legislation.** This should include all staff, teachers and other in your organisation or associated club, plus others with limited access for particular purposes, such as those who organise supervised play or co-ordinate host lists. Make sure the note covers security (preferably encryption) for any data downloaded to memory sticks, laptops or personal computers or otherwise kept in homes rather than at the organisation. It should also remind recipients to avoid common data breaches: for example, we should normally use "bcc" when circulating emails, avoid putting application forms with personal data on noticeboards, etc.

**Ask all recipients for a signature to say they have read the guidance note and formally agree to abide by its contents.**