



UKIP Compliance with GDPR

Instructions for Data processors (Branch Officers)

- All Branch Officers will be regarded as Data Processors.
A Data Processor is responsible for processing personal data and responsible to the Data Controller (Regional Officer).
- As a Data Processor under the GDPR (General Data Protection Regulation) you have specific legal obligations; for example, you are required to maintain records of personal data and processing activities. You will have legal liability to inform your Data Controller if you are responsible for a breach.

What you need to do:

1. Branch Officers can request a copy of their Membership List by emailing branch@ukip.org or by telephoning Head Office on 01626 83310 and should delete any previously held databases.
2. Membership Lists include columns showing the members who have given their consent to receive information under the following categories:
 - a. Conferences, Events or Promotions
 - b. Fundraising, Appeals or Raffles
 - c. Newsletters and Magazines
 - d. Party Updates and Policies

Members will also have given their preferred contact method: Letter (Mail), Email or Telephone (Call).

3. When sending out a Branch Communication you must ensure that you record the legal justification (compliant with the Member's preferences) together with the subject and date of the communication. A spreadsheet (Communication Log) is attached to help you.
4. Communication logs must be sent to your Data Controller at the end of each month.
5. If you make a mistake or receive a complaint you MUST report this to your Data Controller (Regional Officer or Regional Chairman) within 48 hours.