



UKIP Compliance with GDPR Instructions for Data Controllers (Regional Officers/Regional Chairmen)

- Regional Officers and Regional Chairmen will be regarded as Data Controllers.
- As a Data Controller under the GDPR (General Data Protection Regulation) you have specific legal obligations; for example, you are responsible for keeping and use of computerised personal information which carries legal responsibilities.
- A Data Controller is a person who (either alone, jointly or in common with other persons) determines the purposes in which any personal data is to be processed.
- Branch Officers are being designated as Data Processors and will be receiving "How to Handle UKIP Data" instructions.
- Branch Data Processors are required to send a report (Communication Log) of their communications activity for the past month to the Data Controller and Head Office at the end of each month.
- The Subscriber database will be continually updated and Data Processors are instructed to download an updated copy each month and delete all previously held lists.
- If Data Processors experience a breach of GDPR they are required to 'self-report' to the Data Controller within 48 hours. You as Data Controller must inform branch@ukip.org immediately as UKIP is obliged to inform the Information Commissioner (ICO) of any data breach within 72 hours.
- UKIP Data Handling Policy will be published on the website and the policy will be set Nationally. You will be asked to oversee its operation in your area.