



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 should ensure they download an updated copy of the Membership list for their Branch and delete any previously held data. A copy of your Membership List will be available from the 1st June 2018 via the MyUKIP website <https://www.myukip.com/> thereafter you will need to request an updated copy.
2. Membership Lists will include extra 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.