



**PROSTATE  
CANCER UK**

## **General Data Protection Regulation (GDPR) Factsheet for office, work experience volunteers and volunteer interns**

**May 2018**

### **What is the General Data Protection Regulation?**

The Regulation will replace the UK Data Protection Act 1998 (DPA) from 25 May 2018, becoming the new legal framework in the European Union (EU).

Under the Regulation, we have a legal responsibility to protect information given to us by individuals. The Information Commissioner's Office can enforce the Regulation through fines and criminal proceedings against Prostate Cancer UK, its employees and trustees.

If we breach the Regulation in any way we would seriously harm our relationship with volunteers, donors, supporters and service users. This would negatively affect our reputation, income and future support.

While the principles of the Regulation remain generally the same as the DPA, there is added detail around certain points and some new requirements. These mostly apply to Prostate Cancer UK as we are the 'data controller', but it is a useful opportunity to refresh your knowledge of data protection and how it restricts your volunteer role.

Information on the General Data Protection Regulation can be found at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

### **How does this apply to what I do as an office volunteer/ work experience volunteer/ volunteer intern?**

As part of your role, you may need to handle people's contact details and confidential or sensitive information. You must follow the steps below to ensure we comply with the Regulation:

- Sign the Confidentiality and Data Protection for Volunteers and Acceptable Use Policy forms and give your signed copies to HR.
- Attend our compulsory Data Protection training course to gain a better understanding of your responsibilities under the GDPR.
- Only store names, personal and professional contact details of other volunteers or any external stakeholders on our secure servers and never on your personal devices (computers, tablets or smartphone).
- Don't forward email communication containing identifying information or personal details.
- If you need to store names, personal and professional contact details on our secure servers make sure you do so in a private and secure format. For example,

password-protect any electronic/ digital copies.

- If you handle paper copies keep them locked away.
- Clear out email attachments and electronic/ digital document that may contain people's contact details or other confidential information on a regular basis.

Please refer to your role description and our volunteering related policies for more information on your role. If you have any questions, please contact the Volunteer Engagement team on [volunteer@prostatecanceruk.org](mailto:volunteer@prostatecanceruk.org)