

How should I store personal data?

- In a safe and secure manner eg an encrypted file or locked filing cabinet.
- For no longer than required.
- With the permission of the owner clearly identified.

Where can I find out further information?

Check out your organisation's data protection policy. You may also find it useful to check out the Information Commissioners Office www.ico.org.uk which provides a wide range of information in relation to data protection. This guide does not replace your organisation data protection policy.

General Data Protection Regulation (GDPR)

- 1 Inform people why you want their data.
- 2 Inform people how you will use their data.
- 3 Provide an option for people to consent, e.g. to share beyond stated use, invite to events or to send newsletters.
- 4 Store information securely.
- 5 Have a review date and a process for review in place, e.g. reminders, agenda items, etc.
- 6 Record any data or consent changes clearly.

For more information on Involvement, Co-Production and Partnership Working please visit the Engage website.

<http://engage.hscni.net>

KEY

Planning

Doing

Reviewing

