ROYAL SOCIETY
OF **CHEMISTRY**

Data protection top tips

Time is of the essence

As soon as you notice that personal data has been lost, stolen or made available to the wrong people, report it to networks@rsc.org with as much information as possible, even if you're not completely sure there's a reason to be concerned. We have 72 hours to report breaches. Refer to our GDPR guildelines for our member networks to learn more.

Look after the data you have access to

Before we are able to provide you with data, you will need to complete our 'Data compliance form'. Keep files containing personal data in a secure place. Lock your PC (Windows key+L) and don't leave laptops unattended. Set meetings as private if calendar entries or their attachments contain personal data.

Consider whether you have the right to process an individual's personal data

There are six lawful bases for processing an individual's personal data:

Consent:
the individual has given clear, consent for us to use their data for this specific purpose

Contract:
processing is necessary to fulfil the terms of our contract with this individual

Legal obligation:
we need to process the data to comply with the law

Vital interests:
the processing is required to protect the individual

Public interest:
the processing activity is necessary in order to act in the public interest or to fulfil an official function

Legitimate interests:
It is in our legitimate interests to process the data, providing this doesn't override the interests of the individual

If you're not sure, check with our Networks Team on Networks@RSC.org. Further information can be found at RSC.org/FormsDocuments and in our Networks Handbook

Only use data for the purpose it was collected in the first place.

Don't use data for different purposes without checking with the Networks team.

Personal data records should be kept accurate and up to date.

Consider setting up a scheduled process to keep the personal data you request up-to-date. Think about the reason for which the data was collected, and the lawful basis for doing so. This will help you decide whether the data should be updated, anonymised or even deleted, when you review it. If you would like to contact all members within your network, talk to the Networks Team about how this can be done in a GDPR compliant way.
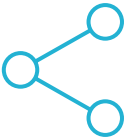
If you are thinking of sharing personal data outside of your committee, ask yourself:

"Do I have permission to share this data? Is the recipient GDPR compliant? Have I signed the RSC's data processing agreement this year? Should I password-protect the data?"

If you do have to share personal data, limit the risk by sharing links to shared files or password-protecting attachments. Remember, always send passwords separately.

If you need to send personal data outside the RSC, consult with our Networks team to create or amend a contract with the third party so it provides the right level of safeguarding for any data we share with them.

Keep it or delete it

Ask yourself: "Do I need this data?"; "Can I minimise/anonymise the personal data?"; "Would I be able to justify keeping this data if the ICO asked about it?"

Refer to our Data Retention flowchart to help you decide.

If you no longer need it, shred any documentation that contains personal data or place it in secure confidential waste bins - don't put it in recycling. If it's a digital file, delete it and make sure it's deleted from your recycle bin too.
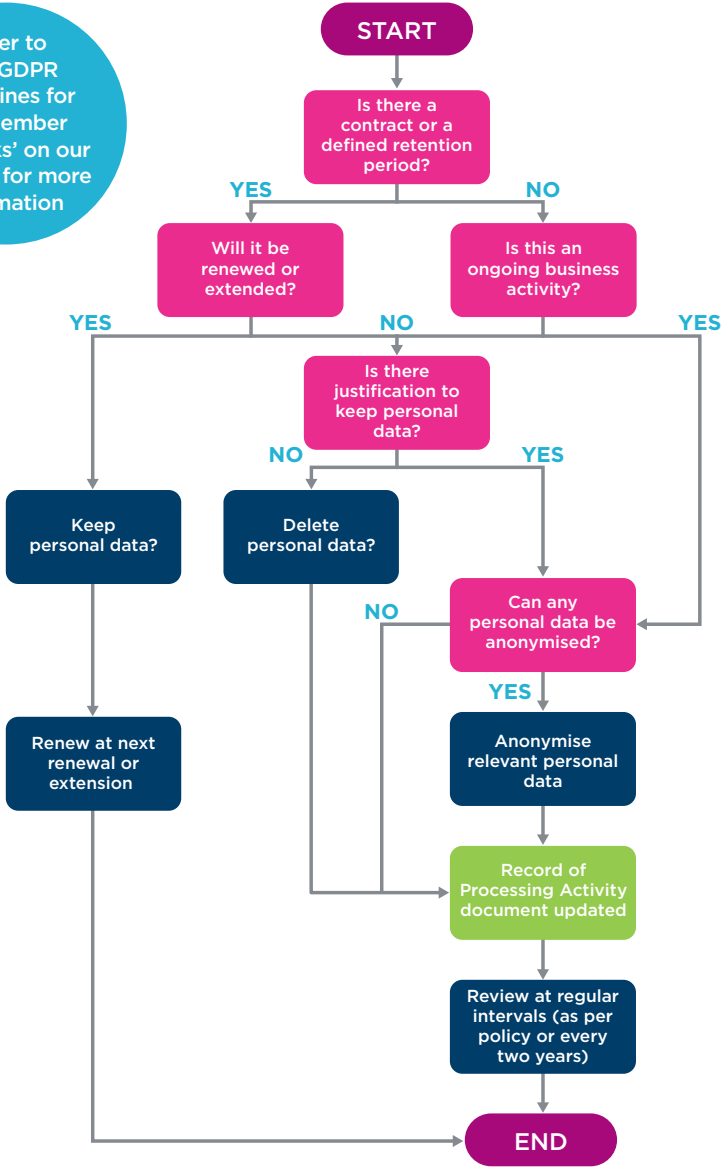
Get GDPR-savvy

It's your responsibility to familiarise yourself with the GDPR. Our 'GDPR guidelines for our member networks' contains more information. It can be found at **rsc.org/formsdocuments**. Also check out the ICO's 'Guide to the General Data Protection Regulation 'GDPR' at ico.org.uk. Remember, if you have any questions, you can always contact the Networks team, who will support you.

Need help deciding what to do with personal data? Flip this card to see our data retention flowchart

START

Is there a contract or a defined retention period?

YES **NO**

Will it be renewed or extended?

Is this an ongoing business activity?

YES **NO** **YES**

Is there justification to keep personal data?

NO **YES**

Keep personal data?

Delete personal data?

Can any personal data be anonymised?

NO

Renew at next renewal or extension

YES

Anonymise relevant personal data

Record of Processing Activity document updated

Review at regular intervals (as per policy or every two years)

END

Need more information?

Our Networks team are your first port of call. Contact them by emailing **networks@rsc.org** for more information. You can also find our 'GDPR guidelines for our member networks' on our web page: **rsc.org/formsdocuments**.

You are responsible to ensure that GDPR principles are applied in your day-to-day activities, however, the Networks team should be the first person that you contact with any personal data breaches and all data subject requests in relation to individual's rights.