

NATIONAL ASSOCIATION OF RETIRED POLICE OFFICERS

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BRANCH CIRCULAR 19/18

To: All Branch Secretaries

25th May 2018

Dear Colleague,

Data Protection Policies and Procedures (GDPR) - Implementation

The General Data Protection Regulations (GDPR) comes into effect as of 25th May 2018. The National Executive Committee agreed that Affinity Resolutions would develop NARPO's Data Protection Policies and Procedures, nationally and for Branches to use. In addition, they would deliver training to Branches, NEC and HQ.

This has been completed and the following agreed policies and procedures will be sent to Branches by separate email.

1. Data Protection Policy.
2. Privacy Policy.
3. Privacy Impact Policy – Privacy by Design.
4. Record of Processing.
5. Social Media Policy.
6. Data Access Request Procedure.
7. Data Breach Procedure.

The Data Protection Policy and Privacy Policy is also on our website www.narpo.org

If a Branch has its own website, this will need to include the Privacy Policy.

If a Branch has a Social Media site, then this will need to include the Social Media Policy or an indication that there is a Social Media Policy available on request.

The Privacy Policy will also be sent to new Members in their Membership Packs.

The template letters and procedures for a data access request and data breach will be held at HQ.

In addition, Affinity Resolutions will provide a six-month post implementation helpline for NARPO. They will also act as NARPO's Data Protection Officer (DPO)

Any queries regarding these policies and procedures, a data access request or to report a data breach should be sent by email to the dedicated email address: dpo@narpo.org

Yours sincerely

A handwritten signature in black ink, appearing to be 'G. G. G.', written in a cursive style.

Chief Executive Officer