

AVON AND SOMERSET NEIGHBOURHOOD WATCH ASSOCIATION

www.asnwa.org



Dear NWN colleague,

As you know, organisations and companies are currently updating their data protection arrangements to meet the new General Data Protection Regulation (GDPR) that is coming into effect on 25th May 2018. This regulation applies to all organisations - no matter their size. This means it applies to Neighbourhood Watch, from Scheme co-coordinators; to Local and Force Area Associations; through to the national Neighbourhood Watch Network (NWN). The NWN has been working with the Information Commissioner's Office (ICO) to establish guidance, for the benefit of NW co-ordinators and Associations to help them meet the GDPR.

The NWN have been assured, by the ICO, that there is no need for Neighbourhood Watch to reaffirm the consent of its **current** members for their data to be used for the purposes of communication and scheme administration by either their Local Associations and Neighbourhood Watch coordinators or Neighbourhood Watch Network (on the national Scheme Register). However, after **25th May 2018** the consent of **new** members will need to be 'evidenced' in joining Neighbourhood Watch. The national NWN Scheme Register on *Neighbourhood Alert* will be fully GDPR compliant by 25th May 2018, and we would strongly recommend that you register your Scheme with the NWN, if you have not done so already. This will also assure your NWN Public Liability Insurance cover for you and your Scheme members.

To help you better understand the GDPR, and your responsibilities, the NWN have prepared this Checklist, based on the ICO self-assessment tools:

	Y/N
<i>Do I hold and manage contact details for my scheme members?</i>	
<i>Do I need all the information that I keep about members?</i>	
<i>Do the people whose information I hold know that I've got it and consent to it being used for Neighbourhood Watch purposes?</i>	
<i>Are members likely to understand what their data will be used for and who will have access to it?</i>	
<i>Do I have a way of demonstrating that members consent to their data being used in this way going forward?</i>	
<i>Do I have a process for ensuring the personal information I hold is accurate and up to date?</i>	
<i>Do I have a process for deleting/destroying personal information as soon as it is outdated, I have no further need for it or the person asks that I do so?</i>	
<i>Am I satisfied the information is being held securely, whether it's on paper or on a mobile device or computer?</i>	
<i>Is access to personal information limited only to those who need to know it?</i>	
<i>Do I and volunteers who manage membership data understand our individual responsibilities for protecting personal data?</i>	
<i>If I or my members use CCTV that monitors beyond the boundaries of their property, are they registered with the Information Commissioner's Office?</i>	
<i>Is personal information shared in line with this guidance?</i>	
<i>Do I know what to do in the event of a breach of security leading to the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data?</i>	

As you can see, the GDPR is just ‘common sense’ – but, please make sure that you and your colleagues go through these in detail to ensure that you don’t find yourselves in breach of the GDPR, as in comparison to the previous Data Protection legislation, the enforcement penalties have been ‘strengthened’

Should you need to more detailed information on the GDPR, you can visit the ICO at:

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

And read the NWN advice at:

<https://www.ourwatch.org.uk/knowledge/data-protection-guidance-incorporating-gdpr/>

and:

<https://www.ourwatch.org.uk/wp-content/uploads/2018/04/NWN-Data-Protection-Guidance-April-2018-1.pdf>

To register your Scheme with the NWN, go to:

<https://member-registration.neighbourhoodalert.co.uk/30/Join>

REGISTRATION OF NEW MEMBERS

To help you assure your compliance with the GDPR, we would recommend that you consider adopting the following Member’s Registration & Data Consent form - that includes the information that **new** members need to be given about how their data will be used and evidence their consent. *Please amend this template to suit your local needs, in line with the GDPR.* If your Scheme or local association has a website, you could build in on-line **opt-in** registration consent.

To help make the GDPR consent process easier for you and your members, we are also looking to develop and provide a pdf based version of the Member’s Registration & Data Consent form that you will be able to distribute, and for members to sign off and return by email.

Kind regards,

Nick Gough
Chair
ASNWA

NEIGHBOURHOOD WATCH
Member's Registration & Data Consent Form



Thank you for joining Neighbourhood Watch.

Please complete in **BLOCK CAPITALS** the details below and return to your Neighbourhood Watch Coordinator/Association

Title and full name:

Home address:

Postcode:

E-mail address:

Home phone (optional):

Mobile: (optional)

I consent for Neighbourhood Watch to use my details for Neighbourhood Watch purposes and to receive messages and newsletters from my local Neighbourhood Watch scheme and Association in Avon and Somerset.

Signed: _____

Date: _____

The information above will be used by your Neighbourhood Watch Scheme and Association for administration and communication of messages and information relevant to the work of Neighbourhood Watch. Information you give below **will not** be shared with anyone else or used for any other purpose without your explicit consent.

If, in the future, you wish to update the details you have given above or have to your data removed from Neighbourhood Watch Scheme/Association records, please contact:

If you are registering as a member on the national Neighbourhood Watch Scheme Register, which is processed on behalf of NWN by Visav Ltd., please go to;

<https://member-registration.neighbourhoodalert.co.uk/30/Join>

where you can enter your details and provide your data protection consent.
