

GDPR Fact Sheet



Introduction

The **General Data Protection Regulation (GDPR)** is a legal framework that sets guidelines for the collection and processing of individuals' personal information within the European Union (EU).

Terminology

- **'Personal Data'** - Any information relating to an identified or identifiable person ('data subject').
- **'Special Categories of Personal Data'** – Any sensitive personal data including racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic and biometric data, sex life or sexual orientation and health.
- **'Data Controller'** – The organisation that determines the purposes, conditions and means of processing personal data.
- **'Data Processor'** – The entity that processes data on behalf of the Data Controller.
- **'Processing'** – Any operation performed on personal data including collection, using, recording, etc.

Seven GDPR Principles

Anyone processing personal data must comply with the 7 enforceable GDPR principles of good practice. These are:

1. **Lawfulness, Fairness and Transparency** - Personal data must be processed justly, legally and openly in accordance with individuals' rights.
2. **Purpose Limitation** – Data is collected for specific, explicit and legitimate purposes.
3. **Data Minimisation** – Any personal data processed is accurate, adequate, relevant and not excessive, given the purpose for which it was obtained.
4. **Accuracy** - Personal data must be accurate and kept up to date.
5. **Storage Limitation** – Personal data must be stored in a form which permits identification of data subjects for no longer than is necessary.
6. **Integrity and Confidentiality** - Appropriate security measures are taken against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.
7. **Accountability** – The Data Controller is responsible for and must be able to demonstrate compliance with GDPR.

Organisational Responsibilities

The Data Protection (Charges and Information) Regulations 2018 requires organisations that process personal information to register with the [Information Commissioner's Office \(ICO\)](#) unless they are exempt.

Twelve GDPR Steps

1. **Awareness** – Make sure that everyone in your organisation is aware of GDPR and the impact it will have.
2. **Information/Data You Hold** – Document what personal data you hold, where it came from and who you share it with. You may wish to organise a data audit.
3. **Communicate Privacy Information** – Review your privacy notices and make these accessible to individuals.
4. **Individuals' Rights** – Check your procedures cover all rights individuals have including the length of time you hold data for, how your staff delete personal data and how you provide data electronically and in a commonly used format.
5. **Subject Access Requests** – Plan how you would handle individual requests within the new timescales.
6. **Lawful Basis for Processing Personal Data** – Identify the lawful basis for your processing activities, document it and update your privacy notice.
7. **Consent** – Review how you seek, record and manage consent and whether you need to make any changes for GDPR.
8. **Children** – Do you need to have systems in place to verify individuals' ages and obtain parental or guardian consent for data processing activities?
9. **Data Breaches** – Have the right procedures in place to detect, report and investigate personal data breaches.
10. **Data Protection by Design & Data Protection Impact Assessments** – Familiarise yourself with the ICO's 'Code of Practice' on Privacy Impact Assessments and implement these in your organisation.
11. **Data Protection Officers (DPO)** – Designate someone to take responsibility for data protection compliance. Consider whether you need to formally designate a DPO.
12. **International** – If your organisation operates in more than one EU member state, determine your lead data protection supervisory authority.

More Information

For more information, please visit the ICO website: <https://ico.org.uk/>

TABS; The Association of Bikeability Schemes

The Association of Bikeability Schemes (TABS) was established in 2011 to become the industry body for all those who are engaged in the many aspects of cycle training

- TABS is a membership body with over 130 organisations including the UK's major cycling groups, Bikeability schemes, local authorities and School Games Organiser Host Schools.
- The core aims of TABS are to raise the profile of Bikeability, creating a single forum for discussion and consultation with Government agencies and key stakeholders on all aspects of cycle training, plus lobbying to help secure the long term future of Bikeability
- TABS works independently and objectively to represent member views
- TABS works closely with our members to enhance their scheme's potential, professionalism and training. In turn this offers assurance to teachers/parents of the training quality.

For further information on joining TABS, please click [here](#)