



## **Brief Note about GDPR to CK Association Members: May 18, 2018**

This note sets out our initial guidance to Creative Kinesiology Association Members about the new General Data Protection Regulation (GDPR) rules that are coming in to force on May 25<sup>th</sup>.

**The GDPR applies to all organisations operating in the EU or processing “personal data” of EU residents. It defines personal data as any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier.**

We have been working behind the scenes to try and clarify exactly what the GDPR will mean for us as an Association as well as for our Members. Perhaps the most reassuring thing at this stage is that the BCMA has been assured that the GDPR is a process and that May 25<sup>th</sup> isn't a deadline. They will be **airing a webinar on May 25<sup>th</sup>** to help and posted this comment on our CKA Facebook page:

“So who is panicking about GDPR? We will be providing a pre-recorded webinar next week to get all of your final questions answered! We have a list of questions in mind, but get any other questions popped in the comments below!!

We have also partnered with a solicitor group who offers niche guidance packages for therapists. We will get the link up later tonight so you can join. Most importantly, though... breathe. The 25th is not a proper deadline. GDPR is a process and as long as you have made steps, then you are doing fine.”

We will be sending out as much guidance as we can after the webinar on the 25<sup>th</sup> - and post the links to the webinar & partnered solicitor group when they're available, on our Facebook page & CKA group. In the meantime here are some useful links:

Information Commissioner's Office (ICO): <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

BCMA guidance: <https://www.bcma.co.uk/gdpr>

A very helpful link focusing on complementary health professionals:

<https://www.complementaryhealthprofessionals.co.uk/single-post/2018/01/31/How-does-the-General-Data-Protection-Reform-affect-Complementary-Therapists>

A useful little video from the BBC on GDPR

<http://www.bbc.co.uk/news/av/43921814/gdpr-your-data-protection-questions-answered>

## **CK Association**

As an Association, we are registered with the ICO and will be making sure that we meet the GDPR for all data held by the Association relating to our Members. We are putting a privacy policy in place, which you will be able to access, and will set out how we comply with the new rules. We will let you know as soon as this is ready to be viewed.

## **CK Association Members**

As individual members, you are also required to ensure that your procedures for gathering and storing information about your clients meet the necessary criteria. The CK Association isn't able to give definitive advice to our members about exactly what each member should do to meet the GDPR.

We can, though, give guidance and will do our best to answer any questions that you might have. At the same time, it will be the responsibility of each of our members to ensure that they understand how the GDPR relates to their business and what they need to do to ensure that they are compliant.

There is a dialogue underway on the CKA Facebook page and so please do join this if you haven't already, as it's the best way of accessing the most up-to-date information that our members are sharing.

We will be in a position to issue further guidance after the webinar on May 25<sup>th</sup> and for the time being, listed below are some brief points that you might find useful and which come from the ICO website:

***“Data protection - looking after the information you hold about patients (for us, read ‘clients’)***

***If you handle and store information about identifiable, living people - for example, about patients - you are legally obliged to protect that information.***

***You must:***

- ***only collect information you need for a specific purpose;***
- ***keep it secure;***
- ***ensure it is relevant and up to date;***
- ***only hold as much as you need, and only for as long as you need it; and***
- ***allow the subject of the information to see it on request.***

### ***Requests for personal information***

***Your patients have rights to see their personal information. They can make a subject access request to see the personal information you hold about them.”***

So, the way you gather information and how you store it will be key. It appears that if you are using a paper-based system, you are unlikely to need to register individually with the ICO. If you gather and store data mainly using a computer, you might need to register with the ICO. The links on the previous page are helpful here.

CK Association Management Team - May 18, 2018