

Data Protection Checklists

The Data Protection Checklists are key documents to help your local party understand the standards to be compliant with data protection regulations and to ensure that all individuals working with personal data understand the procedures they need to follow.

There are two versions of the checklist:

- **Data Protection Checklist for Data Officers** - acts as a guide to understand your party's strengths and areas your party needs to take additional actions to become compliant.
- **Data Protection Induction Checklist for Volunteers** - this is for any officers and volunteers who need access to personal data to support the local party with any tasks.

The aim is for the Data Officer to complete the Data Protection Checklist for Data Officers twice per year and then review any actions or changes needed on a regular basis.

To action:

As part of our audit by the ICO, they have recommended that we should be receiving copies of the checklists from the Local Parties. This is to improve evidence around our accountability to the GDPR principles.

Therefore, we would ask that your Data Officer emails a copy of the completed checklist to data.protection@libdems.org.uk where we can keep a record of this being carried out by each local party.

The volunteer checklists which you complete can be kept locally.

Note: We are aware that some local parties are struggling to find Data Officers. If your local party does not have a Data Officer yet, please delegate the responsibility for reviewing the checklist to an alternative Party Officer.

For those of you who are looking to have some Data Protection training or refresh your knowledge, please see the recorded training videos on the website:

<https://www.libdems.org.uk/recordedwebinars>

Coming soon:

We are also looking to roll out more convenient basic Data Protection training, which you will be able to take at a time that is convenient to you. We will be letting you know as soon as this is ready.

