

## **Intro – take this seriously!**

GDPR is serious business and carries very large fines for people who don't follow the rules. You will become a BMAA 'Data Controller' so you must understand what you can and cannot do. You are responsible for how you handle the data and any deliberate breach of GDPR rules by you will have serious consequences, including very heavy fines!

## **What is GDPR?**

The General Data Protection Regulation (GDPR) is overseen by the Information Commissioner's Office (ICO). They have a guide and you should be familiar with its content. It's here: <https://ico.org.uk/for-organisations/guide-to-data-protection/>

## **Basic principles**

These are the basic principles and not a comprehensive guide. If you are unsure or want more information, go to the ICO website.

## **Privacy**

People have the right to expect their *personal data* is kept private. Personal data is any information that may identify them, so it could be a name, email address or even aircraft registration. When using BMAA data, assume that *everything* is personal. Even if you think the same data is available elsewhere (like on G-INFO), you have to treat any data on the BMAA system as private.

You need to make sure that the data is also kept private – don't leave forms lying around, don't give forms to others or let others look at your laptop screen while you're accessing the BMAA system.

## **Use of data**

You can use the data only for your specific purpose. If you are inspecting an aeroplane, you can only use data to help you inspect it. This does extend to the personal contact information of people you NEED to contact in order to carry out your work.

It also includes cross-referencing to other aeroplanes of the same type if you are unsure of the one you are working on. You may NOT use data for other, non-specific reasons, e.g. looking up a mate's email address or the details of an aeroplane you don't recognise.

Your use of the system is logged and the administrators can see what you have accessed.

## Sharing

You may not share any data with anyone unless you have the person's express and direct agreement. For instance, if John asks you for Jenny's email address, you can only share it *if Jenny has said it's OK*.

## Retention of data

Once you have finished your job, you must securely delete any data that you no longer need. Don't throw forms in a bin if they have address details on them. Take them away with you and dispose of them securely.

## Use of the BMAA system

You will be given privileged access to the BMAA database. Do not make any changes to it. If you see an error, contact the BMAA and let them make changes.

Your access may be revoked whenever you give the BMAA reason to think you are mis-using the data. The ICO takes GDPR breaches very seriously and you will be held responsible.

## Conclusion

Don't panic! Now that you know:

- Only use the data you need
- Delete the data when finished
- Don't share it with anyone
- Respect the data and don't make changes

You're ready to go! If ever you are unsure about a GDPR issue, contact the BMAA for help and advice; that's what we're here for. And thank you for being part of the team.

Take your time with the quiz. The answers to the questions are all on this sheet. You need to get 9/10 to pass so think about each question before you decide.

If you fail once, you should re-read this guide and then you can try again. If you fail more than once, you must wait one month before trying again – so concentrate on passing first time!

Good luck!

