

Data Protection – Checklist for MCS representatives

Introduction

The MCS representative has access to member records of her WI. The processing of this personal data is regulated in the Data Protection Act (1998). The NFWI is responsible for the information on the MCS. It is therefore important that the MCS representative understands her obligations under the Act. This checklist will help the MCS representative in her work, and should be read in conjunction with the *Data Protection Guidance for WIs*, available on the Moodle.

Key considerations

- Enter the member details on the MCS **as soon as possible** after you receive the WI Member Details form(s).
- Please tick '**YES**' in the **Data Protection box** if the member **does not** want her details to be passed to other organisations (i.e. the member has **not** ticked the box on the WI Member Details form).
- **Double-check** that the details you have entered are correct.
- **Update** the MCS should the details change.
- Make sure you **lock your screen** or **log out** from the MCS when you leave your computer, even for just a few minutes.
- Keep the details on the MCS including any exported MCS lists **secure** in a **password protected** computer with adequate **firewall** and **antivirus protection**.
- Do not **share your password** with anyone. In the event that a new MCS representative is appointed, a brand new password should be requested from your federation.
- Store the WI member details form and any printed MCS information in a **secure** place, such as in a locked drawer. There should be a clear arrangement in place on how the data will be handled should the MCS representative change.
- WI members' details on the MCS should **not be shared** with anyone unless you have the consent of the member(s) whose data you are holding to do so and for a specific purpose.
- After a member's details have been entered onto the MCS, the hard copy of the membership form should be **destroyed** as well as any printed MCS information you no longer need.
- WI members who cease their membership should be **made inactive** on the MCS as soon as possible. Inactive MCS member profiles will automatically be **anonymised** after 5 years and only be used by the NFWI for statistical purposes.
- If personal MCS data is accidentally accessed by an individual without permission or if the data is accidentally altered, destroyed or lost please contact the NFWI by emailing dataprotection@nfwl.org.uk