

GDPR quiz answer sheet

Questions

1. How much can organisations be fined for a data breach?

- a) €2,000.
- b) €20,000.
- c) €2 million.
- d) €20 million.

2. Which of the following Girlguiding documents is unlikely to contain any personal data when completed?

- a) *Starting* form.
- b) *Risk Assessment* form.
- c) *Residential Event Notification and Approval* form.
- d) *Health Information* form.

3. If you have a general question about data protection, where should you go for more information?

- a) Always go to your commissioner first.
- b) Check out the GDPR webpages on the website.
- c) Liaise with your country/region office.
- d) Contact the Data Protection team at Girlguiding HQ by email or phone.

Answers

d) €20 million is the maximum fine, or 4% of an organisation's annual turnover (for the previous year), whichever is greater. Beyond the financial ramifications, data breaches can damage an organisation's reputation and can be extremely detrimental to those whose data is shared.

b) Risk Assessment form, as long as it contains no personal data.

b) Check out the GDPR webpages. You can, of course, speak to your commissioner or anyone else, but our GDPR webpages are a good place to look. If you can't find an answer there, contact the Data Protection team at Girlguiding HQ. If you need to report a breach, contact the Data Protection team as soon as you can.

You'll find more information on our [GDPR webpages](#).

Questions

4. **Data protection is guided by certain principles on how we should handle data. Which one of the following is not one of these principles?**

- a) Only collect what is necessary.
- b) Ensure data is accurate and up to date.
- c) Ensure data is not duplicated to minimise spread of data.
- d) Don't keep data longer than required and dispose of it properly.

5. **Where's the best place to store personal data that you collect?**

- a) On GO.
- b) On your home computer.
- c) In your unit information folder.
- d) On your online storage drive.

Answers

c) Ensure data is not duplicated to minimise its spread. Although data should be as streamlined as possible, this is not one of the principles.

You'll find more information on 'The seven data protection principles' on our [GDPR webpages](#).

a) On GO.

You'll find more information on 'Collecting personal data' on our [GDPR webpages](#).

Questions

6. When a breach occurs, what is the maximum time you have to report it?

- a) 12 hours.
- b) 24 hours.
- c) 48 hours.
- d) There isn't a limit.

Answers

c) 48 hours. You should report a data breach as soon as you can, but have a maximum of 48 hours to do so. Complete a data breach report form ([available on the website](#)) and email it to dataprotection@girlguiding.org.uk at Girlguiding HQ. If you can't find the form, email or call the Data Protection team (020 7834 6242, extension 3060).

If you're not sure what's happened or whether what you've found is a data breach, the rule is: If in doubt, report - it's better to over-report than under-report. You will still report, even if you were able to get the data back, as Girlguiding HQ must, by law, keep a record of all actual and potential breaches.

You'll find more information on 'Reporting a data breach' on our [GDPR webpages](#).

7. What is not true about consent?

- a) It must be made clear to the individual how their data will be used.
- b) Only share a volunteer's personal data you have consent for. Otherwise, you'll need to seek consent again.
- c) If you're unsure about consent, contact the data protection officer at Girlguiding HQ.
- d) Consent must be obtained before you contact members and volunteers.

d) The legal basis of 'legitimate interest' allows Girlguiding to use personal data without consent because it is necessary for us to do this for a person to participate in Girlguiding.

This is made clear to members and volunteers when they register their interest with Girlguiding. However, if we want to contact members or volunteers about non-essential things, for example, marketing a product or a fundraising event, or wish to use photos of them for promotion, additional consent will need to be obtained.

You'll find more information on Girlguiding's Managing Information policy on our [GDPR webpages](#).

Questions

8. What type of data use does not require additional consent to be sought?

- a) Emailing volunteers about a training event.
- b) Sharing photos with parents/carers of their daughters' unit camping trip.
- c) Emailing parents know about an upcoming event to raise funds for an international trip.
- d) Sharing girls' access and dietary needs with a venue for an upcoming trip.

Answers

a) Emailing volunteers about a training event. We can email volunteers, members and parents/carers about things essential to their involvement in Girlguiding.

If we want to contact volunteers, members or parents/carers about non-essential things, for example, a fundraising event, taking and sharing of photos, or sharing their data with a third party (for example, a venue), we need to collect additional consent for this.

You'll find more information on 'Collecting personal data' on our [GDPR webpages](#).

9. You need to email a spreadsheet containing personal data. How should you send it?

- a) Send it as a password protected attachment with the password in the body of the email.
- b) Paste the information into the body of the email.
- c) Send it as a password protected attachment and send the password as a separate text message.
- d) Send the document as a standard attachment.

c) Email is not secure, so always send a spreadsheet as a password protected attachment and send the password as a separate text message. This is the safest option.

You'll find more information on 'Sharing and downloading data' on our [GDPR webpages](#).

Questions

10. Your unit went on a trip to the local climbing centre and one of the girls sprained her ankle. What should you do with the consent and health information forms after the event?

- a) Destroy them all, once the event is over.
- b) Keep them all for six months in your unit filing system.
- c) Send all of the forms to the Insurance team at Girlguiding HQ.
- d) Send the forms of the injured girl to the Insurance team at Girlguiding HQ and destroy the rest securely once Girlguiding HQ has confirmed receiving the girl's forms.

11. As an individual you have certain rights over your data, one of which is being able to see what data Girlguiding holds on you. How long after a request must Girlguiding share what data it holds on you, if asked?

- a) 30 days.
- b) 20 days.
- c) It depends on the data.
- d) As soon as possible.

Answers

d) Send the forms for the girl who was injured to the Insurance team at Girlguiding HQ and destroy the rest of the forms securely once Girlguiding HQ has confirmed receiving them. (Also send the team the Risk Assessment form, if there is one.)

Remember the golden rule: if you don't actively need it for a specific purpose, destroy it securely. At Girlguiding, we only need to keep personal data when the law requires us to do so. There's only a minimum amount of personal data that needs to be kept by units. This includes unit financial records and risk assessments.

See the Girlguiding [GDPR webpages](#) for more information on how long you should keep different types of data.

You'll find more information on 'Retention and destroying data' on our [GDPR webpages](#).

a) 30 days. Girlguiding has 30 days to report on the data it holds on you. Requesting data about yourself is called a subject access request (SAR). If a volunteer asks you for this, ask them to complete a [personal data request form](#).

You'll find more information on 'What are the rights on personal data?' in our [GDPR webpages](#).

Printing and preparation notes:

Print double-sided, 1x trainer