

Community

March 2018

newsletter for the community and voluntary sector in Redbridge

GDPR: you need to take action now

Changes to data protection law are coming on 25 May, when the new GDPR regulations come into force. Start planning your response now.

What is GDPR?

GDPR replaces the Data Protection Act. It gives people new rights when organisations hold information about them. Almost all voluntary organisations keep information about their members, volunteers and board members, and staff if they have them. So you need to make sure that you comply with the new law.

What do you need to do?

You need to make a plan so that you're compliant with the law by 25 May. The plan should be discussed and approved by your board of trustees.

Keep data securely

For example, you need to:

- Make sure that people can only access data by entering a password on a computer, or a password, pattern or fingerprint on a phone.
- Make sure that passwords are hard to guess – don't use a word that's in the dictionary, or the name of your partner, pet or favourite sports team.
- Make regular backups (copies of your data) in case of problems.
- Ensure your volunteers, staff and board members have the IT training they need.
- Don't copy data to USB memory sticks without encryption – they are easily lost. Use ones where the data is encrypted.



Keep accurate data

- Only keep data which you need to do your work.
- Have systems in place to keep data up-to-date.
- Don't keep data for longer than is necessary. You probably need to decide how long you need to keep data. Funders may specify you should keep it for a certain length of time.

Work out the legal basis on which you're processing data

You can only process a person's data – for example, send them an email or print a letter to them – in certain situations. There are six of these, and they are defined in law. You might have their consent to do so, or it might be in your "legitimate interests". Different rules apply to sensitive data, which includes data about someone's ethnicity, sexuality or health, or about their political or religious beliefs. Whether the data is sensitive or not, you have to document what legal basis you will use to process each kind of data you hold – this is called a "data audit". For example, you might post out a newsletter to people who have asked to receive it, so the basis of your processing their data is consent.

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What counts as consent?

If you're processing data on the basis of consent, people have to give that consent freely. You can't assume it because people have had some contact with you in the past. And you can't just offer people an opt-out, and assume that, if they haven't used the opt-out, they give consent. They have to *opt in* – to say that they want you to send them newsletters, for example.

What rights do people have?

People have the right to know what use you're making of their data – things like who is in charge of it, if you plan to share it with anyone else and how long you'll keep it. You should think through ways of providing this information without overwhelming people with small print. For example, you could give a quick verbal summary if you gather someone's data in person; then give more information in writing to take away; and include a link to a full statement on your website.

People have a right to know what information you hold about them – you have to provide it for free, within a month. If the information is wrong, they have the right to have it corrected – again, you have to do this within a month. People don't have to submit a special form to access these rights, so make sure that your volunteers or staff know how to respond to these requests if you get one.

People also have rights with regard to data breaches. A data breach happens when data is lost, changed, accessed or disclosed without authorisation. In some cases you have to report a breach to the Information Commissioner's Office, the government regulator in charge of GDPR. In some cases you also have to notify the person involved.

There are special rules under GDPR regarding children aged under 13. If you don't work with young people, you need to make sure that the people whose data you're processing are above this age. If you do work with young people, you need to get the permission of a parent or guardian to process their data.

Where can you get help?

Lots of information, including information specifically for charities, is available on the ICO website at www.ico.org.uk.

If you have specific queries, feel free to contact Colin Wilson at colin@redbridgecvcs.net or on 020 3874 4135.

Summing up what you need to do

You need to:

- Get your board to agree a GDPR work plan, if they haven't already.
- Carry out a data audit – work out what data you hold and on what legal basis you process it.
- If you're relying on consent to process data, make sure that consent meets the GDPR standard.
- Make sure that your policies and procedures are compliant with GDPR – changes will probably be necessary.
- Train your volunteers and staff, if any, in the new regulations.
- Make sure that your IT systems are able to store data securely.

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Details from 020 3874 4136

Funding available for community safety projects

A small pot of money (£23,700 for Redbridge) is available for bids for small projects that aim to reduce crime or tackle issues such as antisocial behaviour or try to engage groups who are not already involved with the crime and policing agenda.

The funding is through the Mayor's Office for Policing and Crime (MOPAC) Safer Neighbourhood Fund, and bids for it need to be submitted through the Redbridge Safer Neighbourhood Board.

The purpose of SNB funding is to support:

- Projects focused on issues and concerns identified by the local community, and which focus on crime prevention or crime reduction
- Projects focused on the engagement and inclusion of those local communities that are not involved with the crime and policing agenda, and support them in helping to make their communities safer
- Projects focused on engagement with local communities

Supported projects include those that:

- Provide crime prevention advice and/or materials in areas where there is evidence they are targeted for specific types of crime
- Enable specific pieces of engagement or development work to be conducted by organisations connected to the SNB functions, such as stop and search groups, neighbourhood watches, youth IAGs etc. However, the funding cannot be used to underwrite the ongoing costs of these groups



- Deliver police and public engagement events, either larger, borough wide events, or targeted at specific audiences or around specific crime types
- Offer diversion opportunities to identified groups who may be at risk of committing crime

Projects not supported include:

- Setting up a website for the SNB
- Developing smartphone apps
- Buying IT equipment for the SNB
- Surveys, unless part of a wider project that describes how the information gathered will be used to prevent crime, reduce crime or engage with communities
- Supporting functions that are the responsibility of other partners
- Funding a post – whatever the post-holder is expected to deliver
- Replicating core functions of the SNB such as meetings to hold the Borough Commander to account or address ward or neighbourhood priorities and promises
- Poster, leaflet and newsletter campaigns that simply raise awareness of issues or organisations

Submitting bids

Redbridge Safer Neighbourhood Board (RSNB) would be pleased to receive bids from organisations that meet the criteria. These will be considered at their next meeting on Wednesday 11 April. Bids must be submitted on the MOPAC application form which is available on our website at <http://bit.ly/2364Xk5A>

Help making a bid

Contact Shaweb Ahmed, RedbridgeCVS's Community Fundraiser, on 020 3874 4137 or at shaweb@redbridgecvs.net

Voluntary Sector Network

The Network is a monthly meeting for anyone involved with a community group based in Redbridge or working with Redbridge people.

You don't need to register - just turn up!

The April meeting will include a workshop led by council officers about the role of community groups in shaping and developing services.

**1pm, Wednesday 11 April
Sandwich lunch from 12.30pm**

**York Room, Redbridge Central Library,
Clements Rd, Ilford IG1 1EA**

Help beat bowel cancer

April is Bowel Cancer Awareness Month, a fantastic annual opportunity to raise awareness of bowel cancer.

Bowel cancer is the UK's second biggest cancer killer - but it shouldn't be, because it is treatable and curable especially if diagnosed early. Nearly everyone diagnosed at the earliest stage will survive bowel cancer – but only around 1 in 7 people are diagnosed at the earliest stage. Being aware of the key symptoms and visiting your GP if things don't feel right can help increase chances of an early diagnosis. The symptoms of bowel cancer can include:

- Bleeding from your bottom and/or blood in your poo
- A persistent and unexplained change in bowel habit
- Unexplained weight loss
- Extreme tiredness for no obvious reason
- A pain or lump in your tummy



Most people with these symptoms don't have bowel cancer. If you have one or more of these, or if things just don't feel right, see your GP.

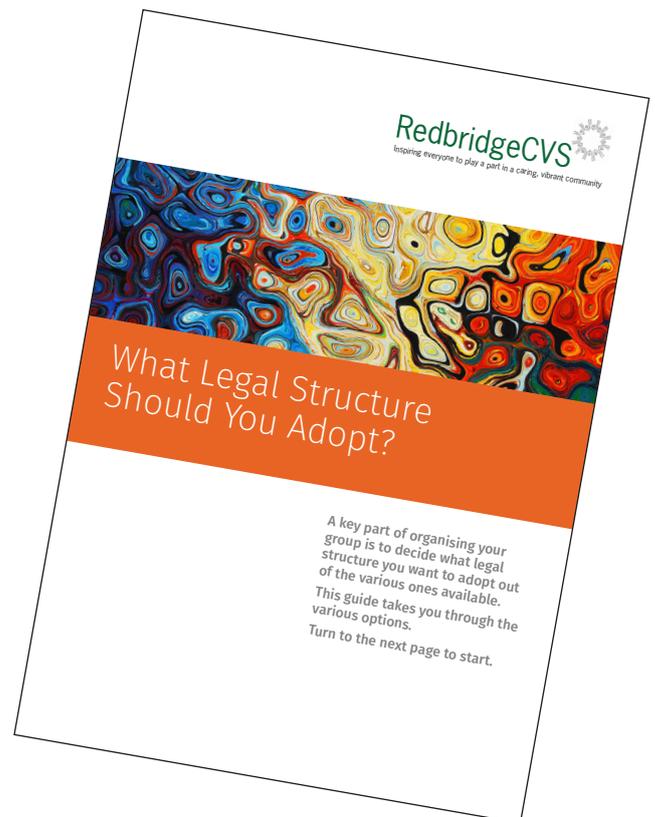
If your community group would like to receive free leaflets on Bowel Cancer, please email healthleaflets@harmonyhousedagenham.org.uk by 28 March with your address details.

What's the best legal structure for your organisation? Our new guide explains

The different legal structures available can be bewildering. Should your organisation become a company? a registered charity? a CIO? a CIC? We can help you work it out.

We regularly get enquiries from organisations asking about the best legal structure for their group. It's important to get this right, but there are various options available and the jargon can be confusing. And sometimes confusion arises – for example, people can assume that all community groups should be registered charities, but you can only register if your income is over £5,000 a year.

Our new guide takes you through all these issues in plain language that cuts through the jargon. If your organisation is a member, the guide is available to download for free. Just log on to our website, go to the "For Members" menu and choose "Guides to Running a Group".



Check out details of our friendly and affordable training courses at
www.redbridgecvs.net/training

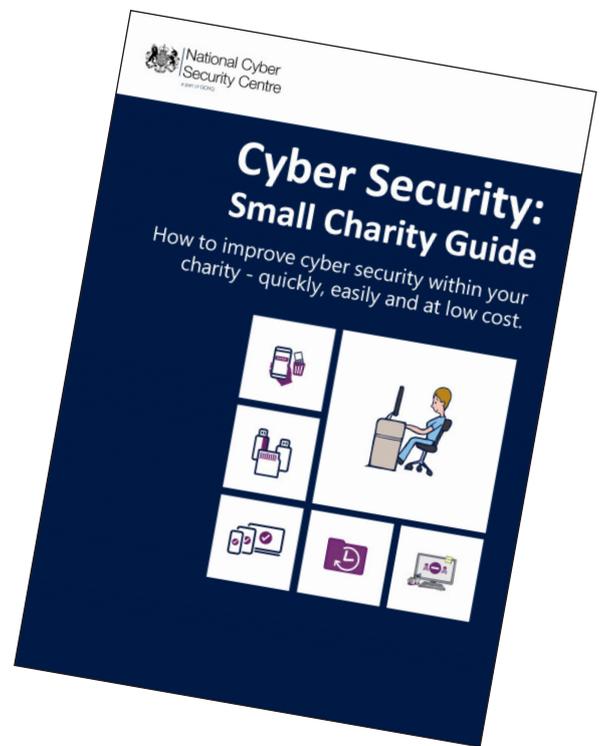
Free guide helps you improve your IT security

Security is one of the most worrying things about IT. This easy-to-understand guide covers the basics every organisation needs to think about.

Written by the National Cyber Security Centre - part of GCHQ! - the guide covers topics like:

- Backing up your data
- Protecting your organisation from malware
- Using passwords effectively
- Using smartphones safely

The guide is available to download for free at www.ncsc.gov.uk/guidance/cyber-security-small-charity-guide-pdf-download



Could your group host a Commonwealth Big Lunch?

From Commonwealth Day on 12 March until 22 April, Commonwealth Heads of Government invite people to celebrate by hosting a Commonwealth Big Lunch.

The lunches are about sharing food and bringing people together to celebrate what we have in common.

Some exciting lunches are already confirmed; from a research ship off the coast of South Africa to a school of 30,000 pupils in India, organisers are aiming for a lunch in every Commonwealth country.

For more information, and to get involved by downloading your Big Lunch Pack, see the website at www.edenprojectcommunities.com/commonwealth-big-lunches



RedbridgeCVS helps groups win funding

Two Redbridge organisations have recently had fundraising successes after receiving support from Shaweb Ahmed, RedbridgeCVS's Fundraising Officer.

Redbridge Indian Welfare Association

RIWA have gained almost £1,500 as a small grant from Redbridge Council to run a luncheon club for elderly people. As well as providing a meal, the club will provide a space for people to socialise, and where they can get access to information and advice about healthy living.

Shaweb worked with RIWA on their application form, helping them to develop budget and to put together a project plan including outcomes, so they could show the good that their project was going to do. The group didn't get all of the funding they applied for, but they got most of it.

Redbridge Equalities and Community Council

RECC (pictured below) gained £23,000 from Redbridge Council to restart their work around hate crime. RECC will train volunteers to work with victims of hate crime – for example supporting them after an incident has happened to help them regain



their confidence. Volunteers can also take witness statements and support people if they want to report an incident to the police and go through the legal process. RECC will be working in particular around hotspots where hate crime levels have been above average, for example by leafletting to encourage victims to come forward.

Shaweb supported RECC by checking that their prospective funder's criteria fitted with what they wanted to do. He checked their draft application and also the budget for the project, and made suggestions about how these could be improved.

We can help your group too!

RedbridgeCVS's fundraising support service is available to any voluntary organisation in the borough. You can contact Shaweb at shaweb@redbridgecvs.net or at 020 3874 4137.

Redbridge Green Fair



11.30am-7pm
Saturday 23 June

Melbourne Field,
Valentines Park, Ilford

Free entry

Live music • Children's area
Eco attractions • Stalls
Story telling • Permaculture

www.rgf.org.uk

For more help with fundraising, contact **Shaweb Ahmed**, our Community Fundraiser, at shaweb@redbridgecvs.net or on **020 3874 4137**

Funding Diary

Youth Social Action

The programme aims to increase youth social action by 50% by 2020, taking the percentage of young people that volunteer from 40% to 60%. The fund is to deliver social action opportunities amongst young people aged 10 to 20 years old, or 25 for disabled people. Applicants can apply for between £1,000 and £10,000 for each project.

More information: www.bit.ly/2GQqZZZ

Closing date: Monday 23 April

Local Environmental Projects

Schools and local community groups can apply for funding of up to £2,000 through the Greggs Foundation for projects to improve the local environment, such as litter picking or the creation of allotments or community gardens.

More information: www.bit.ly/22FTNom

Closing date: Friday 27 April

Support for women and girls

Funding of up to £15,000 is available for projects within the UK and internationally that support and transform the lives of women. Priority is given to projects that promote lesbian and transgender rights, tackle violence against women and girls or support disabled women and girls.

More information: www.bit.ly/2rtZ38n

Closing date: Monday 30 April

Support for children's health

Grants of up to £30,000 are available to registered charities for projects that improve education and health for young people who are disabled, sick in hospital or have life-limiting conditions and require palliative care.

More information: www.bit.ly/1RUSYH4

Closing date: Tuesday 8 May

Disadvantaged and neglected children

Not for profit organisations can apply for grants of up to £10,000 per year for up to 3 years for projects that help children and young people overcome the

effects of illness, distress, abuse, neglect, disability, behavioural or psychological difficulties or poverty and deprivation.

More information: www.bit.ly/2LeR54V

Closing date: Sunday 13 May

Tackling poverty and health inequalities

Grants of up to £10,000 will be considered for social action projects tackling the effects of poverty and health inequalities in London, where the organisation concerned will be working in partnership with a health expert or health provider.

More information: www.bit.ly/2G23Ew8

Closing date: Thursday 24 May

Work around breast cancer

Grants of up to £5,000 are available to UK charities which relieve the needs of people who are suffering from, or who have been affected by breast cancer or who work to advance the understanding of breast cancer, its early detection and treatment.

More information: www.bit.ly/2FZ9QMw

Closing date: Thursday 31 May

New approaches to social problems

Trust for London wants to support work which falls under its seven funding programmes. These are good homes & neighbourhoods; better work; decent living standards; shared wealth; pathways to settlement; connected communities and stronger voices. There is no minimum or maximum size of grant, but the average grant will be around £75,000 over three years.

More information: wwwbit.ly/2HUcYJV

Closing date: Tuesday 5 June

Support for families to work together

Registered charities can apply for grants of between £1,000 and £5,000 from the Kelly Family Charitable Trust. The Trust supports work to keep families together; support for families affected by sexual abuse, physical abuse, domestic violence, alcohol abuse and drug abuse; and support for prisoners' families.

More information: www.kfct.org.uk

Closing date: Saturday 1 September

For more help with fundraising, contact **Shaweb Ahmed**, our Community Fundraiser, at shaweb@redbridgecvs.net or on **020 3874 4137**



RedbridgeCVS is a charity which exists to support voluntary and community groups in the London Borough of Redbridge.

RedbridgeCVS services include:

- information about local groups, events, jobs and funding, delivered through our website, our weekly email newsletter and our bimonthly publication Community
- support with fundraising and help for local groups to get organised and develop
- training on the topics that are really important for small groups, in small, friendly groups, with discounts the more you book
- help from Volunteer Centre Redbridge with finding volunteers for your group, and helping your group to work with them effectively
- representing voluntary groups in meetings with bodies like Redbridge Council and the NHS
- meetings where you can get to know other local groups and share best practice
- advice about the policies and procedures you need, and how to plan your work
- affordable and good-quality room hire and photocopying
- projects to help local communities improve their health and fitness

Join RedbridgeCVS

Membership is free: we invite all community groups to join if they are based in Redbridge or work with Redbridge people. Some of our services are only available to members, and members get a discount on fees, such as those for training or room hire.

More about RedbridgeCVS

See our website at

www.redbridgecvs.net

or ring us on

020 8553 1004

We're funded by:

