



Guide to Data Protection

This guide is designed to help you understand how to keep personal information safe when managing party kit hires. It gives an overview of the information you are likely to collect and how to handle it.

All party kits are run independently and as such the Party Kit Network CIC does not accept any liability for the data protection processes and policies of members. The advice here has been gathered predominately from Government websites. For more information please refer to the links provided.

The Party Kit Network CIC has published a Privacy Policy on our website which sets out the data the network holds and how we handle it. <https://www.partykitnetwork.org/privacy-policy>

Keeping Information Safe

In order to run a party kit you will receive personal information from those interested in arranging a hire. This includes:

- Name
- Phone number
- Email address
- Address
- Social media handle(s)
- And if you have a website, device information such as an IP address

It is important that you handle this information safely.

You will collect this information in the following ways:

- Via phone
- Via email
- Via a paper form, for example a booking form
- Via an online form, for example Google Forms
- Via social media platforms, for example Facebook Messenger, Instagram Direct Messages or Twitter Direct Messages.

Data Protection Legislation

For party kits run in the UK you should comply with the [UK General Data Protection Regulation \(GDPR\)](#) and the [Data Protection Act 2018](#).

For party kits in Australia you should adhere to the [Australian Privacy Principles](#) and the [Privacy Act 1988](#).

Handling Personal Information

1. Please only collect the information you really need to successfully operate your party kit.
2. Try to avoid holding any sort of payment data; this includes bank details and credit card information. To take payments online use a secure third party service like [PayPal](#) or [Square](#) where they have responsibility for handling the data and you never have access to the full details.
3. You should not hold personal information for longer than you need, therefore regularly reviewing and removing data is recommended.
4. If storing data electronically it should only be accessible by you (and your kit management team) and should be password protected; this includes any spreadsheets, online calendars and email accounts.

You can increase security by adding two-factor authentication; for example if using Google Drive and Gmail you can add two-factor authentication to your Google account by following the steps here: <https://support.google.com/accounts/answer/185839>

5. Paper forms and print outs should only be used when absolutely necessary and kept somewhere secure. Once they are no longer required they should be destroyed (i.e. shredded).
6. Never share any personal information with anyone outside of your immediate kit management team. This means that no personal information should ever be shared with the Party Kit Network or another party kit within the Network or a partner unless explicit permission has been obtained from that person.

Information Commissioner's Office Registration

For party kits in the UK:

If you operate your party kit as part of a small business or are a sole trader, you may need to register with the Information Commissioner's Office (ICO) and pay an annual fee (normally between £40-£60).

For guidance, there is a self assessment tool on the ICO website here:

<https://ico.org.uk/for-organisations/data-protection-fee/self-assessment/>

There is a template for creating your own privacy notice on the ICO website here:

<https://ico.org.uk/for-organisations/sme-web-hub/make-your-own-privacy-notice/>

Data Breach

If you do experience a data breach (hack or leak) do not panic. If you have followed the guidance above, particularly with regards to not storing any payment or banking information, the risk is low.

There is a guide to assessing the breach here:

<https://ico.org.uk/for-organisations/sme-web-hub/understanding-and-assessing-risk-in-personal-data-breaches/>

And in the UK you can contact the ICO for further advice here:

<https://ico.org.uk/for-organisations/sme-web-hub/contact-us-sme/>

Suggested Updates

If you have any suggested updates to this guide please email Isabel - hello@partykitnetwork.org
Thank you.