



GDPR (General Data Protection Regulation) Reminders when sharing people's stories

Always follow your organisation's policies and procedures for gathering data, obtaining and storing, and destroying information.

When asking people if they would like to share personal experiences, stories or information or if you are recording/sharing information on behalf of another person there are some significant legal and ethical factors to keep in mind:

1. People need to give you their informed consent for different grounds for which you are collecting the data – you must explicitly outline why you are asking for the information in line with GDPR (General Data Protection Regulation).
2. Ensure the person does not feel obliged to give you information, their personal data or share their experiences.
3. Be clear about where and with whom this information will be shared - and why. If stories are being shared online and on social media, be clear about how long this story will be available for - and ensure the person knows if it can be removed and how to ask for this.
4. Information and stories can be collected in many formats – be sure to document permission through a media release form, for example, again in line with your organisation's appropriate policies and procedures.
5. You should ensure the person knows and understands how their personal information is confidentially maintained, recorded, and stored and when it will be safely and responsibly destroyed.
6. You must ensure that all records/recordings use pseudonyms, not real names, unless the person is happy to be known/identified. **Again, this must all be made clear via your organisation's ethical and GDPR policies and procedures.**

Remember that UK GDPR provides the following rights for individuals concerning their:

- right to be informed
- right of access
- right to rectification
- right to erasure¹

Ensure the individual knows who to talk to (your organisation's Data Protection Officer or the Information Commissioner's office) if they are unhappy about anything concerning their data.

You can find out more about GDPR here [Guide to the UK General Data Protection Regulation \(UK GDPR\) | ICO](#)

¹ Information Commissioners Office ([Individual rights | ICO](#))