

## General Data Protection Regulation (GDPR)

On 25th May 2018, the new [General Data Protection Regulation \(GDPR\)](#) came into effect. The changes made to the collections process to ensure CORE is compliant are now in effect.

If not done so already, institutions need to complete the one-off set-up steps below. Institutions will not be able to submit data into CORE until they have done this.

There is also an additional step for each log submitted, outlined below.

### One-off set-up

#### 1. Create a Data Protection Officer CORE user

Coordinators should select 'Administration' > 'Manage Your Institution's Users' and then select the 'Create New User' link at the bottom of the screen, complete the details of their organisation's Data Protection Officer and then select 'Save'.

A Data Protection Officer user type has no facility to either input or monitor data their colleagues have input on CORE; it is purely for data protection purposes.

#### 2. The Data Protection Officer is required to read the new CORE [data sharing agreement](#) and sign on behalf of their institution.

The Data Protection Officer must log onto the CORE website and electronically confirm that the data sharing agreement has been signed, via a tick box.

MHCLG do not require a signed copy of this agreement to be returned, this is for the institution's own records.

### For each log submission

Institutions submitting data must confirm the tenant/buyer referred to in the letting/sale log has been given access to the new [privacy notice](#). When data providers are submitting data into CORE, they are

required to confirm this step has been taken for each log submitted by ticking a box before submitting data.

### What about tenants already in lettings?

GDPR affects all data, not just newly collected data. So institutions must make [Annex 2](#) of the data sharing agreement available to all of their social housing tenants.

MHCLG understand that it is practically impossible to share Annex 2 with all past tenants. Instead Annex 2 should be shared via a method of communication to be determined locally, which is proportionate in meeting tenants/buyers rights to be informed of how their data are shared.

If you have any questions or concerns on the above, please send an e-mail to the CORE helpdesk at [core@tso.co.uk](mailto:core@tso.co.uk) under the subject "Data Protection".