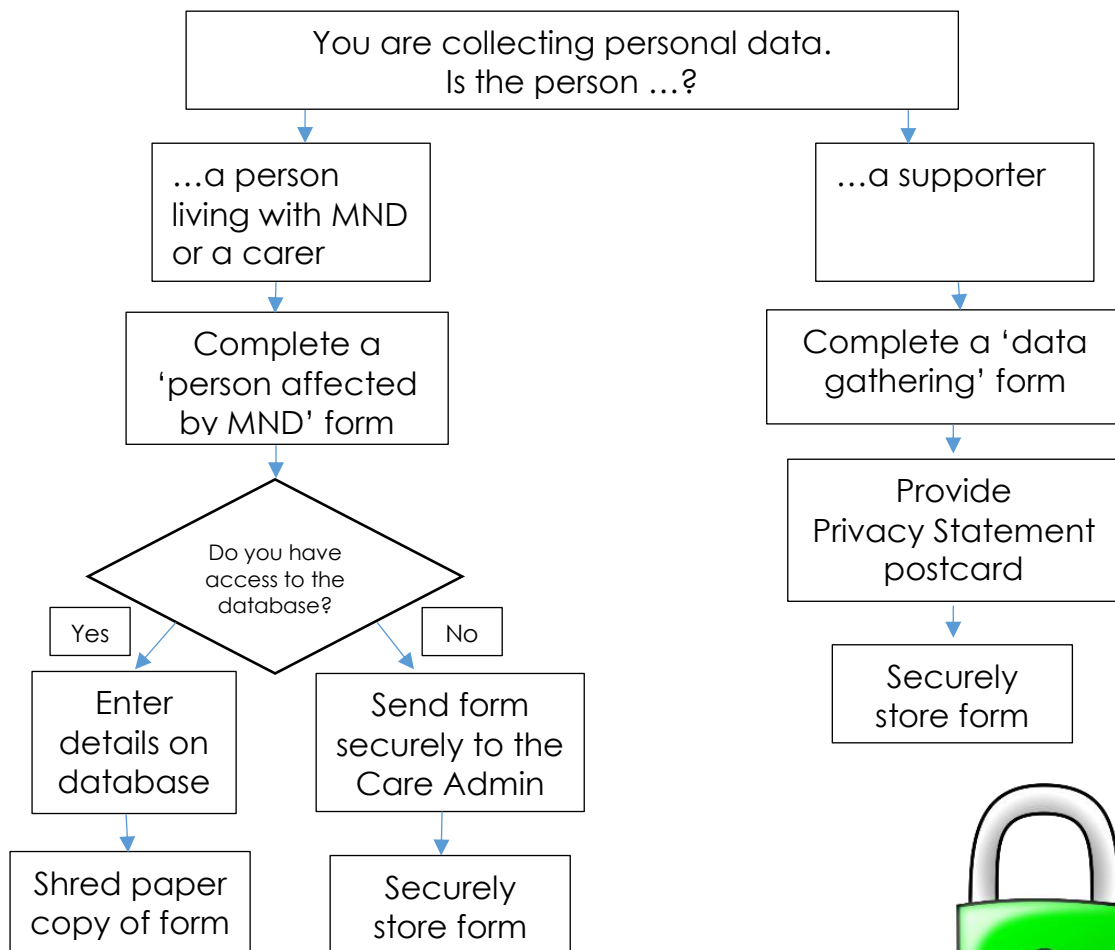


# HOW TO...

## ...Collect personal data

When collecting data use the chart below to inform your actions.



What does 'securely store' mean? ...

- All devices where personal data is stored should be password protected. This means only you can access the personal data on that device. This includes mobile phones, tablets, laptops and desktops.



- You may also need to password protect a document before sharing
- Paper copies of personal data must be kept in a lockable place. The Association can provide secure storage if needed.