

# The General Data Protection Regulation 2018

In May 2018 the new General Data Protection Regulation joins the Data Protection Act. It will have quite far-reaching effects on organisations such as ours.

The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) is a regulation by which the European Parliament, the Council of the European Union, and the European Commission intend to strengthen and unify data protection for all individuals within the European Union (EU). It also addresses the export of personal data outside the EU.

With this in mind your Committee felt it was time to formulate and lay before you the Data Protection Policy which we will follow in Alresford Creek Boat Owners Cooperative (ACBOC)

## ACBOC Data Protection Policy

### INTRODUCTION

Alresford Creek Boat Owners Cooperative (ACBOC) is committed to a policy of protecting the rights and privacy of members. We acknowledge the importance of keeping members' personal information safe and secure at all times

### TRANSPARENCY

To carry out the work of ACBOC we ask our members to provide their contact details when they join us. The only personal information held in our Database comprises:

Name and Address

Telephone and/or mobile number

Email address (if applicable)

Boat name

Insurance provider

Under the Data Protection Act, the data held by ACBOC is defined as 'Standard Personal Data'.

The level of security must be good and proportionate to the data kept by ACBOC

This information is needed for communication or contact with ACBOC matters.

Access to the database is restricted to those Committee Members having a specific need to work with it.

These currently include the Membership and Moorings Secretary, Treasurer, Secretary and Newsletter Editor.

It is ACBOC policy that no other third party will have access to our membership database.

### TAKING CARE OF MEMBERS' DATA

The Members' Data is stored in a password protected, secure database. Those with access are committed to Data Protection and abide by the principles of the Act.

### DATABASE ADMINISTRATOR

Our Database Administrator, the Membership Secretary, controls the access to this database by allocating permissions to other Committee members solely where necessary. The Administrator is the only person with the authority and access to change a member's personal details. Members must request in writing or email in order to authorise changes to Personal Data.

### CONTROL OVER ACCESS

The Committee will maintain and review the list of those Committee members who have permission to view, modify or download the information necessary to their function, send mass emails to all members or modify the website. Further, Committee members who have direct access to the membership database cannot copy or email lists of personal details to anyone else. Their personal password, which gives them access to the database, must not be shared with anyone else.

All ACBOC members must confirm that they have read this Data Protection Policy and a record of this confirmation is to be kept.

#### **LAPSED MEMBER'S DATA**

On leaving ACBOC a member's data will be retained for four years. This helps to cope more efficiently with a member re-joining within that period.

The names, telephone numbers and email addresses of members within a Group are known to the Group Co-ordinator via that Group's Register. The Register is necessary for Risk and Fire Safety purposes and attendance recording. The contact details are required in order for the Group Co-ordinator to contact members with information or changes. The Register is purely for the use of the Co-ordinator and the personal information is not to be shared with other members of the Group. Group Members will be expected to provide to the Group Co-ordinator details of someone who can be contacted in an emergency (name; phone number plus a mobile number and an email address if available).

#### **SENDING PERSONAL EMAILS**

When sending an email, all members should be aware that some people will not want their email address shared with other members. If in doubt the sender should use the 'bcc' facility, which will conceal email addresses from the recipients.

#### **EMAIL ADDRESSES ON OUR WEBSITE**

Personal email addresses will not be made available for the general public to view. Committee members can be contacted by members and non- members via the website: [www.acbo.org.uk](http://www.acbo.org.uk)

Agreed:- June 4 2018

Review:- June 2019