

Dear Member/Prospective Member,

Re: DATA PROTECTION

On 25th May 2018 new data protection regulations come into force. They are called the *General Data Protection Regulations – GDPR* for short.

These new regulations fundamentally change the rules of how organisations handle the information supplied by members in that it will be a requirement that a specific permission has to be given by a member for their data to be used by the organisation. This includes paper and electronic records as well as photographs.

The data that the Four C's holds on members is restricted to name, address, phone and email addresses. This data is used solely for the purposes of the Society and is *NEVER* passed to an outside body.

However, to comply with the new regulations the Club requires you to complete the fields contained in the membership application/renewal form. It is your choice whether to permit your data to be used and the Club has to comply with your instruction in this regard. Please bear in mind that if you decide to refuse or restrict permission the Club will be unable to communicate with you in any way.

New members will be required to complete an appropriate application form and every subscription renewal will require a form to be completed. Please understand these are not impositions by the Four C's but government imposed changes. It is to give citizens more direct control over how organisations use personal details.

If you require any clarification regarding these changes please contact me and I will do my best to explain any concerns that you may have. The full club policy appears below this covering letter.

Best wishes,
Hilary Whitby,
Membership Secretary
Cotswolds Canal Cruising Club (Four C's)

Data Protection Policy:

The Cotswolds Canals Cruising Club (the Club hereafter) treats your privacy rights seriously. This data protection and privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of an individual.

Why this policy exists:

This policy ensures that the Club:

Complies with data protection law and follows good practice

- Protects the rights of members
- Is open about how it stores and processes members' data
- Protects itself from the risk of a data breach

GENERAL GUIDELINES FOR COMMITTEE MEMBERS

- The only people able to access data covered by this policy should be those who need to communicate with or provide a service to the members of the Club.
- Data should not be shared informally or outside the Club unless with prior consent and/or for specific and agreed reasons.
- The Club will provide induction training to its officers and committee members.

- Committee members should keep all data secure, by taking sensible precautions and following the guidelines below.
- Strong passwords must be used and they should never be shared.
- Member information should be reviewed and consent refreshed periodically via the membership renewal process or when policy is changed.

What personal information do we collect?

When you express an interest in becoming a member of the Club you will be asked to provide certain information. This includes:

- Home address.
- Email address.
- Telephone numbers.

How do we collect this personal information?

All the information collected is obtained directly from you. This is usually at the point of your initial application for membership. The information will be collected via membership application forms and renewal forms. At the point that you provide your personal information for the below membership purposes, we will also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

How do we use your personal information?

We use your personal information:

- For administration, planning and management of our Club.
- To communicate with you about your membership.
- To monitor, develop and improve the provision of our Club events.

We'll send you messages by email, other digital methods, telephone and post to advise you of Club events.

Who do we share your personal information with?

We may disclose information about you, including your personal information:

- Internally - to committee members as required to facilitate your participation in our
- Externally - we put some officer's contact information on our website
- If we have a statutory duty to disclose it for other legal and regulatory reasons.
- With your consent we will share your information with AWCC to enable you to access the AWCC Members area and handbook.

Where we need to share your information outside of the Club we will seek your permission and inform you as to who the information will be shared with and for what purpose.

How long do we keep your personal information?

We need to keep your information so that we can provide our services to you. Your information will be retained for the duration of your membership whether in electronic or paper form and for 12 months thereafter. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the member/s will be informed as to how long the information will be held for and when it is deleted.

How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, members need to inform the Society of any changes to their personal information. You can do this by contacting the membership secretary at any time

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal form. Should you wish to view the information that the Club holds on you, you can make this request by contacting the membership secretary. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to another individual or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

How do we store your personal information?

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification.

Your membership information is held on a spreadsheet maintained by the membership secretary on a private computer and safeguarded by a password and software protection. This data may be accessed by committee members as appropriate.

Your application and renewal forms, together with any further documentation as detailed in our Data Protection Policy are held in paper files for the same periods as with our electronic system.

Photographs

Photographs may be taken as a matter of record at Society events and may be published in newsletters or on the website. These photographs may include images of members. Members can request the removal from the website of photographs that include their image.

Availability and changes to this policy

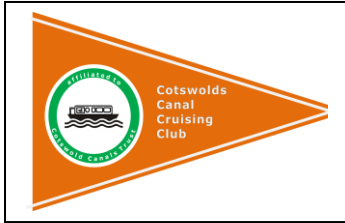
This policy is available on our website and is provided to all members in hard copy. This policy may change from time to time. If we make any material changes we will make members aware of this via the website and at meetings.

Contact

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact the membership secretary.

DATA BREACH NOTIFICATION

Were a data breach to occur action shall be taken to minimise the harm by ensuring that all committee members are aware of it and how it had occurred. A reporting member will be asked to provide an outline of their concerns which will then be investigated by members of the committee who are not in any way implicated in the breach. All such matters will be fully investigated, records will be kept and all those involved notified of the outcome.



Cotswolds Canals Cruising Club

Membership Application/Renewal Form

Name (1)

Name (2)

Postal Address:

..... Post Code:

Date of application: Email address:

Telephone Number: Mobile:

Name of Boat:

New Members: Please tell us how you heard of the CCCC

Home Mooring:

Name of Insurer:

Amount of 3rd Party Liability:

I have made a bank payment or enclose a cheque * for: £..... annual subscription for () person(s) 6th April—5th April . Current Membership rate is £6.00/person/year (not per boat, please note)

***Payment by electronic transfer is very much preferred . Please make every effort to use this method.**

Payment should be made to Santander, Sort 09 01 29 Account No. 05972373

PLEASE INCLUDE YOUR NAME OR BOAT AS A REFERENCE OTHERWISE YOUR PAYMENT WILL NOT BE ALLOCATED PROPERLY AND YOU WILL NOT BE RECORDED AS A MEMBER IF WE CAN'T MATCH PAYMENT TO PERSON

PLEASE ALSO email THE TREASURER TO CONFIRM THAT YOU HAVE PAID

If payment is made by cheque it should be made payable to Cotswolds Canal Cruising Club and your name & boat name endorsed on the back.

GENERAL DATA PROTECTION REGULATIONS 2018

I/We confirm that CCCC may hold my personal information and photographs in digital and on paper records for the purpose of Club administration, communication, and sharing with other members.

I/We confirm that the CCCC may share my/our personal information with the AWCC for the purposes of gaining access to the members area of the AWCC Website and handbook

I/We confirm that the CCCC may share/store my/our personal information on the mobilise application

If at any time you wish to change these preferences or your contact details you must contact the membership secretary

These boxes must be ticked otherwise neither we nor the AWCC will be able to communicate with you.

Signed (1) Signed (2)

Completed and signed forms should be sent to: The Membership Secretary, Hilary Whitby, 138 Browns Lane, Stanton-on –the –Wolds NG12 5BN, or signed, scanned and emailed to:

membership@cotswoldscanalcrusing.club