

Mount's Bay Lugger Association

www.happyreturn.org

Registered Charity No 1050517

MBLA Policy Document:

General Data Protection Regulations (GDPR) May 2018.

- 1) To comply with the General Data Protection Regulations (GDPR) May 2018, the Mounts Bay Lugger Association (MBLA) will only hold information of current & past members given on the Membership Application form & Membership Renewal Form. This form may be a paper copy or a digital form via the MBLA web site.
- 2) The information will be held on an encrypted Membership Database, where the records are for internal use only. Data which is held by the MBLA will be used only for the following purposes:
 - a) The communication of information to the membership appertaining to meetings, working parties, sailing events, training events, social events and renewal of membership.
 - b) The need to retain information to meet the requirements of Her Majesty's Revenue and Customs. (HMRC).
 - c) The need to retain information of next of kin (NOK) contact details for all current members and any person partaking in sailing activities on the Happy Return.
 - d) To aid skippers in advancing members sailing skills.
 - e) Any information which is needed to thus enable the MBLA and skippers to conform with International Marine legislation and the Maritime Coastguard Agency (MCA).
 - f) The need to retain records to enable MBLA to conform with the rules as laid down by the Charity Commission.
- 3) All computer file(s) containing any membership data will be protected by an access password which is to contain a minimum of eight digits, which must consist of a mix of numbers and letters in both upper and lower case. The password(s) will enable all file(s) to be protected and encrypted.
- 4) Names & Email addresses will also be added to the MBLA email platform which is provided by Mail Chimp (A company of the Rocket Science Group PLC). This system is used by MBLA to communicate information to the general membership regarding such things as notification of amendments to sailing program, social events and details of forthcoming meetings and administration items. The privacy policy for mail chimp can be seen at www.mailchimp.com.
- 5) Paper records: MBLA MUST keep evidence of consent. Paper records for current member's will be filed separately from lapsed member's records, this may be the members original Membership Application Form (paper or digital) or the latest Membership Renewal Form. Latest Membership renewal forms will supersede previous forms. Older forms will be treated as confidential waste and destroyed. Lapsed members forms will be destroyed immediately after the date of the AGM at which their membership lapses. As some member's delay in their renewal of MBLA Membership, lapsed members paper records may be kept for a little longer but not exceeding six months and treated as confidential waste and destroyed at the discretion of the Membership Secretary.
A current Gift Aid form will be held by the treasurer for as long as a person remains a member of the MBLA. In the event of a person ceasing to be a member, this form will be retained by the treasurer for a period of seven years at which point it will be destroyed. Note that Gift Aid is only relevant to UK tax payers.
- 6) MBLA must maintain up to date and accurate records of its membership whether computerised or paper format. Records held on the Membership Database will be held for as long as a member is current. To comply with the above regulation current members will be asked to update their details

once a year when renewing at the AGM in March of each year. Lapsed members records will be held on the Membership Database which will be retained for a period not exceeding two years from the date of the AGM at which their membership lapsed. Thereafter this data will be deleted from the database.

- 7) A record of destruction of data is to be recorded. All destruction of records is to be monitored by an independent committee member who is to report directly to the committee when in meeting. This is to be an agenda item for the committee.
- 8) The Treasurer is responsible for the security of all financial data either digital or tabular, this is to include:
 - a) Security of all banking information appertaining to the MBLA. Also, the secure storage of all paper and digital information which is to include purchase and expenses ledgers, records of all transactions either from beneficiaries or members.
 - b) The treasurer is responsible for the secure storage of all financial documents which contain any personal information of any type.
 - c) It is accepted that for the purposes of HMRC some information must be retained for a period of no less than seven years (7 years).
 - d) In the event of data having historical content appertaining to the MBLA but not containing any personal data of members, suppliers or third parties, then in this circumstance it may be retained.
 - e) The treasurer is to ensure that all digital data is protected by strong passwords which must contain no less than eight digits using both numbers and letters in upper and lower case.
 - f) All tabular documents are to be stored securely by use of lock and key or sealed containers.
 - g) Any digital data held on either a stick type device, back-up hard drive or a computer is to be encrypted.
- 9) How will MBLA use the data supplied on the Membership Application Form?

Data will be used for organising sailing events, social events, fund raising & running & maintaining the Mounts Bay Lugger Association.
- 10) Skippers will regularly receive membership updates from the Membership Secretary (Skippers Membership List) usually by Email in Excel format (Password protected, See 12). Skippers will use this information when organising sailing events. The Skipper MUST keep only the latest up to date version of this list. When superseded, ALL previous copies digital and paper must be destroyed.
- 11) ALL data files whether in Excel, Word or other format sent to Skippers, Mates, Committee Members or other responsible persons to carry out their MBLA duties will be encrypted with a password. These files may be sent via Email, but the data to be secure. Passwords MUST NOT be sent via the same Email. Passwords may be agreed by the committee and changed at the discretion of the committee. Passwords sent to those members who need access to the file(s) will be determined by a policy set out by the committee. E.g. Passwords sent to those members by text message to mobile phone? It will be the individual's responsibility to keep the password safe, and the data within these files safe and secure, digital or any paper print out. The password set for the Membership Database will be controlled by the Membership Secretary and the Database administrator only.
- 12) The Membership Secretary will regularly update the MBLA Secretary of members contact & address details. Thus, enabling the secretary to notify members of any special event or requirement. Membership details will at times be discussed in committee. This information will remain confidential always and will not be discussed outside of committee. Membership details will only be issued to skippers and mates who will require such information in the furtherance of sailing events, individual members sailing activities and to conform with Maritime & Coastguard Agency (MCA) rules. Membership details may also be given to other responsible committee member(s) with reference to organising Social & Fund-Raising events.

- 13) All skippers are to enter the names of all crew members in Happy Return's log book when engaged in any sailing activity. This is required for maritime safety (MCA). On conclusion of sailing at the end of the season, the Log book is to be removed from the Happy Return and given into the safe care of the Boat Maintenance Officer. A new logbook is to be started at the beginning of each sailing season. Used logbooks will be retained securely by the Boat Maintenance Officer. Certificates or copies of certificates regarding qualifications and competence in sailing such as First Aid, Skippering and VHF radio will be held securely by the MBLA secretary. Maybe paper printed copies or digital files.
- 14) Names and contact numbers of Skippers and Mates are to be shown on the Sailing Program, which will only be sent to current member's. Any Sailing program shown on the www.happyreturn.org web site is to show Skippers/Mates first names or initials only. No contact details are to be shown at any time on the MBLA web site.
- 15) Any Data that is stored at committee member's homes, is to be stored securely. This is to include membership forms held by the membership secretary, all financial information by the treasurer, and all records of qualifications and communications with third parties held by the secretary. Data records held by Skippers/Mates MUST also be stored securely, digital or paper printouts as per above compliance.
- 16) MBLA WILL NOT at any time hold members medical information. If a member has a medical condition which is brought to the attention of a Skipper, prior or during a sailing activity, the member may be asked to complete a medical questionnaire. This document will be held by the member, and not MBLA. The document on completion will become the property of the member and its security is the responsibility of the member. Any such form which is left onboard on completion of sailing is to be destroyed (confidential waste) at once and a note made in Happy Return's log book.
- 17) In the event of a potential new member wishing to join MBLA declining permission for MBLA to use the data on the application form, his/her application will be rejected.
In the event of a member not wishing to be included on the Mail Chimp system, they will only receive communication by post and not receive any form of communication from MBLA by Mail Chimp at any time, and their wishes are to be respected. In such cases it will be the member's responsibility to renew their membership at the end of each year, but their renewal notification will be informed by post.
- 18) Members rights: Under GDPR individuals have various rights including:
 - a) The right to be informed.
 - b) The right of access.
 - c) The right to rectification.
 - d) The right to erasure.
 - e) The right to restrict processing.
 - f) The right to data portability.
 - g) The right to object.
 - h) The right not to be subject to automated decision-making including profiling.
- 19) MBLA MUST have a documented procedure to detect, report and investigate data breaches. A data breach is a breach of security which leads to the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. A breach is therefore more than just losing personal data. If the breach is likely to result in a risk to the rights and freedoms of anyone, MBLA must notify the ICO. This must be considered on a case by case basis. You need to consider the potential detrimental effect on the individual (for example discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage). If a breach is likely to

result in high risk to the rights and freedoms of anyone then you must notify the individuals concerned.

Officers, Skippers & Mates of MBLA in receipt of membership records/data MUST not pass any membership information on to third parties (E.g. sponsors, other clubs or associations etc.) without the agreement and permission of the individual.

General correspondence between MBLA and a member may need to be kept only for a short period. Correspondence relating to a potential claim or disciplinary matter may need to be kept for several years or until a dispute is settled.

It is the responsibility of ALL members to do the utmost to ensure that ALL data is always protected. If unsure or in doubt, then secure the data and seek advice. DON'T LEAVE IT FOR OTHERS.

Any penalty or fine levied on an individual member by the ICO (Information Commissioner's Office) for breach of data security will be the responsibility of that member. DO NOT expect MBLA committee or Trustees to reimburse all or part of any fine imposed.

Any penalty or fine levied on MBLA by the ICO for breach of Data Security will be the responsibility of the committee and Trustees.

20) Complaints procedure:

Should a member have a query or complaint about his/her data being used or compromised, please write/Email to:

MBLA Chairman (Data Protection Officer).

Use the contact link on the web site to email the MBLA Chairman. Subject Line: MBLA Data Protection...

Please allow at least 30 days for a reply. Replies will be in writing/Email from the Chairman (MBLA Data Protection Officer).

A copy of the MBLA Policy Document will be found on the MBLA web site: www.happyreturn.org

Other Information:

Information Commissioner's Office (ICO):

Contact: (ICO):

Phone: 0303 123 1113.

Web Site (Contact Us): www.ico.org.uk.