



VENTNOR MARINA MOORERS ASSOCIATION

Ventnor Marina, Calcutt Lane, Stockton, Rugby, Warwickshire, CV23 8HY

INFORMATION FOR MEMBERS OF THE MANAGEMENT COMMITTEE

THANK YOU for agreeing to be a member of the 'Management Committee' of Ventnor Marina Moorers Association (ie you are an elected Officer or Committee Member).

The General Data Protection Regulation (GDPR) (effective in the UK from 25 May 2018) gives protection and rights to individuals in connection with how their personal data is used by organisations. Not-for-profit organisations such as Ventnor Marina Moorers Association must comply with the GDPR requirements. The purpose of this note is to give you a brief overview of GDPR, seek your consent to processing of your personal data in connection with your membership of the Management Committee and to outline the data handling policy members of the Management Committee must comply with.

The law is complex, but there are a number of underlying principles, including that personal data:

- will be processed lawfully, fairly and transparently
- is only used for a specific processing purpose that the data subject has been made aware of and no other, without further consent.
- collected on a data subject should be "adequate, relevant and limited." ie only the minimum amount of data should be kept for specific processing.
- must be "accurate and where necessary kept up to date".
- should not be stored for longer than is necessary, and that storage is safe and secure.

Personal data is information relating to a living individual, who can be identified directly from that data or indirectly by reference to other data held.

Processing is anything done with/to personal data, including storing it regardless of whether it is done by computer or manually. (*Computer* includes any type of computer, for example cloud computing, desktop, laptop, tablet. It also includes other types of equipment which, although not normally described as computers, nevertheless have some ability to process automatically including smartphones.)

The *data subject* is the person about whom personal data are processed – in the case of VMMA, this will include our Members; people attending an event or activity VMMA has organised; you individually as an Officer or Committee Member.

The *data controller* is the person or organisation who determines the how and what of data processing – in the case of VMMA this is effectively the Management Committee.

There are six legal bases for processing data – consent, contract, legal obligation, vital interests, public task, legitimate interest. VMMA processes data mainly under the legitimate interest basis but some data is processed using consent.

In respect of your personal data held as a result of your membership of VMMA, the attached Data Privacy Policy applies. However, as a member of the Management Committee additional personal data and processing is needed. The legal basis for processing the additional personal data detailed overleaf is 'consent' and information regarding the additional processing is also attached.

As a Member of the Management Committee you may have to handle personal data and the Association's Data Handling Undertaking is attached.

Please return one complete copy of this document to the Chairman or the Secretary.

You have already provided some contact details in connection with your membership of VMMA. These will be used as your contact details in connection with your role on the Management Committee unless you provide alternative details:

Contact phone number:

Contact e-mail address:

E-mail address for VMMA Committee Facebook Group:

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If you are a signatory to the VMMA bank account, please provide your postal address:

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Supplemental Data Privacy Policy

This Supplemental Data Privacy Policy should be read in conjunction with the VMMA Data Privacy Policy.

Your personal data will be processed for the following additional reasons:

- A) Sharing your contact details with other members of the Management Committee
- B) Publication of your name and boat name on noticeboards around the Marina, on the Association website, on the VMMA Members Facebook closed page and in Newsletters; in the publicly accessible areas of the website your full name will not be displayed.
- C) If you are organising or assisting with the organisation of an event or activity, sharing your relevant contact details with speakers, suppliers, volunteers assisting with the event and any other person or organisation necessary for the smooth operation of the event/activity.
- D) If you are a signatory to the VMMA bank account, the relevant contact details will be provided to the Association's bankers.
- E) Under GDPR, your IP address is considered personal data. If you have access to the Wordpress dashboard in order to amend and/or update and/or otherwise manage the VMMA website, Wordpress may put cookies on your computer and use your IP address in order to verify your identity and control your access to areas of the dashboard dependent on your authorisation levels. Similarly, Box, Mailchimp and the webhosting provider (currently the Unlimited Webhosting platform) may also use cookies and your IP address.

Once you cease to serve on the Management Committee any personal data over and above that which is required in connection with your membership of VMMA will be removed, except to the extent that it is required to be kept for legal or contractual reasons, or where it is impractical or impossible to do so, eg your name and/or a photo of you has been published in a VMMA Newsletter freely distributed around the Marina.

If you consent to this additional processing of your personal data, please tick the appropriate boxes below and sign and date this page.

I consent in respect of (A) - (C) above

I consent in respect of (D) above

I consent in respect of (E) above

Signed: Date:

Print your name: Your role:

VMMA Management Committee Data Handling Undertaking

As a member of the Management Committee you may have to access the personal data held by VMMA and may be involved in processing it. As noted above, personal data has to be stored in a safe and secure manner. If you are involved with the processing, you must ensure that you take the necessary steps to protect the data you are processing. This means:

- making sure that any data held on a Computer is secure (eg the computing device cannot be opened without a password or password protecting the data);
- not leaving personal data unattended at events or activities, and
- taking any other steps necessary to stop unauthorised access or disclosure.

You must handle all personal data you have access to in compliance with the VMMA Data Privacy Policy and Supplemental Data Privacy Policy as amended from time to time. If personal data is transferred outside of the **European Economic Area ("EEA")**, the Management Committee is required to include details in the Data Privacy Policy; if you hold personal data on your Computer and you back that data up to cloud storage (eg Dropbox, One Cloud, Google Drive, iCloud) you could be transferring the personal data outside of the EEA if the servers are based outside of the EEA. You should note that your e-mail contact list may contain VMMA personal data. If your computing arrangements are such that you are transferring data outside the EEA you must immediately provide the Management Committee with full details or amend your procedures to exclude the VMMA personal data. The use of Mailchimp and Box cloud storage is already covered by the VMMA Data Privacy Policy.

When you cease to be a member of the Committee you must promptly delete all personal data you have due to being a member of the Management Committee; if you hold paper records these must be promptly returned to either the Secretary or the Chairman.

Please sign below to confirm that:

1. You have received and read the VMMA Data Privacy Policy and the Supplemental Data Privacy Policy in force at the time of signing this document;
2. You will comply with the VMMA Data Privacy Policy and Supplemental Data Privacy Policy as amended from time to time;
3. You have read and agree to comply with this VMMA Management Committee Data Handling Undertaking (and any subsequent amendments which are notified to you)

Signed: Date:

Print your name: Your role: