

	A	B	C	D	E	F	G	H	I	J
1										
2			Right to erasure	Right to portability	Right to object					
3		Consent			X but right to withdraw consent					
4		Contract			X					
5		Legal Obligation	X	X	X					
6		Vital Interests		X	X					
7		Public Task	X	X						
8		Legitimate Interests		X						
9										
10	Current Data	Source	Reason for holding	Basis for Processing	Special Category Data	SCD – Additional Condition	Retention Period	Where kept	Who has access	
11										
12	Name	Application form								
13	Address	Application form	Delete							
14	Landline	Application form	Delete							
15	Mobile	Application form	Delete							
16	E-mail address	Application form								
17	Boat Name	Application form								
18	Type of boat	Application form	Delete							
19	Mooring Location	Application form	Delete							
20	Length of boat	Application form	Delete							
21	Current Moorer @VM	Application form								
22	If not moorer, why joining VMMA	Application form								
23	Keep informed about news and events?	Application form								
24	Membership ID	Allocated by Secretary								
25	Type of Member	Determined by Secretary in accordance with Constitution								
26	user name for website	Allocated by Secretary	Delete – website to be updated							
27	E-mail redirection	Allocated by Secretary	Delete – website to be updated							
28	Invited to join FB flag	FB group administrators								
29										
30	New data									
31	Revised application form to have:									
32	Name	Application form	Identify Member	Contract Legitimate Interest	n/a	n/a	Not more than 2 calendar years after year in which membership ceases	Paper form, kept in file in Secretary's home office	Secretary, may be shared with Ventnor Marina staff only in the event of an emergency	
33	Contact phone number	Application form	Contact in case of e-mail failure	Contract Legitimate Interest	n/a	n/a	Not more than 2 calendar years after year in which membership ceases	Paper form, kept in file in Secretary's home office	Secretary, may be shared with Ventnor Marina staff only in the event of an emergency	
34	Email address	Application form	Sending formal association notices (and newsletters if consent given)	Contract Legitimate Interest	n/a	n/a	Not more than 2 calendar years after year in which membership ceases	Paper form, kept in file in Secretary's home office.	Secretary, may be shared with Ventnor Marina staff only in the event of an emergency	
35	Facebook email address	Application form	To enable Member to be invited to join facebook group	Consent	n/a	n/a	Not more than 2 calendar years after year in which membership ceases	Paper form, kept in file in Secretary's home office	Secretary	
36	Name of Boat	Application form	Monitoring number of members per boat in accordance with Constitution, For use on membership cards	Contract Legitimate Interest	n/a	n/a	Not more than 2 calendar years after year in which membership ceases	Paper form, kept in file in Secretary's home office	Secretary, may be shared with Ventnor Marina staff only in the event of an emergency	
37	Current Moorer @VM	Application form	Eligibility	Contract Legitimate Interest	n/a	n/a	Not more than 2 calendar years after year in which membership ceases	Paper form, kept in file in Secretary's home office	Secretary	
38	If not moorer, why joining VMMA	Application form	Eligibility	Contract Legitimate Interest	n/a	n/a	Not more than 2 calendar years after year in which membership ceases	Paper form, kept in file in Secretary's home office	Secretary	
39	Mooring Location	Application form	Administration	Contract Legitimate Interest	n/a	n/a	Not more than 2 calendar years after year in which membership ceases	Paper form, kept in file in Secretary's home office		
40	Membership ID	Allocated by Secretary	Administration	Legitimate Interest	n/a	n/a	Not more than 2 calendar years after year in which membership ceases	Paper form, kept in file in Secretary's home office	Secretary	
41	Type of Member	Determined by Secretary in accordance with Constitution	Administration	Contract Legitimate Interest	n/a	n/a	Not more than 2 calendar years after year in which membership ceases	Paper form, kept in file in Secretary's home office	Secretary	
42	Consent to receive Newsletters	Application form	Administration	Consent	n/a	n/a	Not more than 2 calendar years after year in which membership ceases	Paper form, kept in file in Secretary's home office	Secretary	
43	Consent to receive FB invitation	Application form	Administration	Consent	n/a	n/a	Not more than 2 calendar years after year in which membership ceases	Paper form, kept in file in Secretary's home office	Secretary	
44					n/a	n/a				
45	Other:				n/a	n/a				

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46	Membership Cards	Currently left in Lounge for people to collect. Can't do that in future.		Legitimate Interest	n/a	n/a	If member has not collected, destroyed at the end of the calendar year to which they relate	Left in at Ventnor Marina Office for members to collect.		
47	Attendance lists	Members & Non Members signing up	In advance of event – catering estimates/space requirements/H&S.	Legitimate Interest	n/a	n/a	After event, ?Insurance requirements re possible claims under public liability?	Paper records kept in file in Secretary's home office. Electronic versions kept on Secretary's password protected laptop in email programme. Backups of laptop held on external hard drives and in Box cloud storage which is outside of EEA but complies with the EU-US Privacy Shield Framework. Copies on password protected area of website – only accessible by members of the Association	VMMA Committee members at events.	
48	Minutes	Attendees, apologies, etc	Administration & compliance with constitution	Contract Legitimate Interest	n/a	n/a	??? Presumably indefinitely	Paper records kept in file in Secretary's home office. Electronic versions kept on Secretary's password protected laptop in email programme. Backups of laptop held on external hard drives and in Box cloud storage which is outside of EEA but complies with the EU-US Privacy Shield Framework. Copies on password protected area of website – only accessible by members of the Association	All Members to Website copies	
49	Bank Statements (containing Members names)	Members using online banking	Accounting	Contract Legitimate Interest	n/a	n/a	??? Presumably 6 complete calendar years and current year	Paper records kept by Treasurer. Accessed by Treasurer & examiner. National Westminster BankLine service accessible by Secretary and Treasurer. Information recorded in accounting spreadsheet – accessible by Treasurer & Secretary and seen by Examiner. Electronic versions kept on Secretary's password protected laptop in email programme. Backups of laptop held on external hard drives and in Box cloud storage which is outside of EEA but complies with the EU-US Privacy Shield Framework. Need information from Michelle as to how she will keep records/access them.	Accessible by Treasurer & Secretary and some seen by Examiner.	
50	Membership Records	Application form	Administration	Contract Legitimate Interest	n/a	n/a	Electronic versions - Until the end of the calendar year in which they cease to be Members. Abridged paper versions destroyed after event printed for. Sent/received e-mails deleted by the end of the 3 <sup>rd</sup> calendar year after which they were sent, unless they are required to be kept to evidence consent to processing.	All data from Application forms is held on a spreadsheet – accessible by Secretary and <b>Communications Manager (need to set this up at next VMMA meeting – really refers to Sue Boswell who does Facebook invites, newsletters etc)</b> . Electronic versions kept on Secretary's password protected laptop including email programme. Backups of laptop held on external hard drives and in Box cloud storage which is outside of EEA but complies with the EU-US Privacy Shield Framework. <b>Need information from Sue as to how she what records she keeps and how they are accessed records.</b>	Secretary & Communication Manager. Reduced information made available to VMMA Committee Members at Events	
51	Accounting Records	Bank statements & attendance lists	Administration	Contract Legitimate Interest	n/a	n/a	??? Presumably 6 complete calendar years and current year	Information recorded in accounting spreadsheet. Electronic versions kept on Secretary's password protected laptop in email programme. Backups of laptop held on external hard drives and in Box cloud storage which is outside of EEA but complies with the EU-US Privacy Shield Framework. Need information from Michelle as to how she will keep records/access them.	Accessible by Treasurer & Secretary and seen by Examiner.	
52	VMMA Committee Members – Name, Boat Name, e-mail, phone number	Committee Members	Administration	Consent	n/a	n/a	Until the end of the calendar year in which they cease to be Committee Members	Each VMMA Committee Member's computer, tablet or phone as appropriate	All Committee Members	
53	Mailchimp News letter Lists	Secretary & Communications Officer	Administration	Consent	n/a	n/a	Until person unsubscribes	Mailchimp – outside EEA, need to go through Mailchimp GDPR docs	Secretary & Communications Manager.	
54	Members Facebook Group	Members signing up	General Communication	Consent	n/a	n/a	Facebook posts made by member will be retained after Member unsubscribes or ceases to be a member. An individual will be removed from the Facebook Group in the calendar year in which they cease to be a Member of VMMA.	Facebook Servers	Members in Facebook Group	Facebook are the data controller
55	Committee Members Facebook Group	Committee Members	Administration	Consent	n/a	n/a	Facebook posts made by member will be retained after Committee Member unsubscribes or ceases to be a Committee Member. An individual will be removed from the Facebook Group in the calendar year in which they cease to be a Committee Member of VMMA.	Facebook Servers	Committee Members in Facebook Group	Facebook are the data controller
56	Photographs	Photographers	Objectives	Legitimate Interest	n/a	n/a	Indefinitely	Website/Box	Members & non-members	

	A	B	C	D	E	F	G	H	I
1									
2			<b>Right to erasure</b>	<b>Right to portability</b>	<b>Right to object</b>				
3		Consent			X but right to withdraw consent				
4		Contract			X				
5		Legal Obligation	X	X	X				
6		Vital Interests		X	X				
7		Public Task	X	X					
8		Legitimate Interests		X					
9									
10	<b>Current Data</b>	<b>Source</b>	<b>Reason for holding</b>	<b>Basis for Processing</b>	<b>Special Category Data</b>	<b>SCD – Additional Condition</b>	<b>Retention Period</b>	<b>Where kept</b>	<b>Who has access</b>

	A	B	C	D	E	F	G	H
1	<b>Organisations</b>							
2								
3		Fee						
4	Per Angusta Gallery							
5	VMMA	not for profit						
6	Silsoe PCC	not for profit						
7	Joint Benefice	not for profit						
8	Friends of Silsoe Church							
9	Church Estate							
10	Beauty Be Mine							
11	Functionally Fit							
12	Landlords							
13								
14								
15								
16								
17	<a href="http://www.parishresources.org.uk/wp-content/uploads/GDPR-and-Giving-Reviews.pdf">http://www.parishresources.org.uk/wp-content/uploads/GDPR-and-Giving-Reviews.pdf</a>							
18	<a href="https://www.churchofengland.org/sites/default/files/2017-11/care_of_parish_records_keep_or_bin_-_2009_edition.pdf">https://www.churchofengland.org/sites/default/files/2017-11/care_of_parish_records_keep_or_bin_-_2009_edition.pdf</a>							