



Minutes of Cycle Seahaven Committee meeting

Tuesday 3rd April 2018, starting at 7.30 pm

1. **Present:** Guy Reynolds(Chair), Tony Rowswell, Ricki Carver, Denis Bass, Jon Younghusband, Sarah Winser, Clive Aberdour, Dave Sutton, Mike Winser, Tim Venables, Tracey Martin.
2. **Apologies:** Jo Barlow
3. **Trello Use** G R & JY explained further details of this tool & it was agreed to be a key method in detailing and recording actions.
4. **Action Log** The Log was itemised, matters were noted as concluded, ongoing or deleted. A copy of the revised Action Log is available at Google Docs.
5. **Updates from Leads**
 - a. **Treasurer & Membership** - DB detailed the accounts for the period from 21-2-18 to 02-04-18:
 - i. Income had been £169 Membership, donations £156.72, deposits for SDW rides £1617.22, totalling £1942.94.
 - ii. Expenditure had been mainly KSSAAA donation £1220, totalling £1,294.30.
 - iii. The Balance at 02-04-2018 was £6538.26 but this included £1220 due for KSSAAA , Trailer Fund £135.01 and Dr Bike equipment -£3.87, and CWA £163.02
 - iv. Membership at 02-04-18 was 284, of which 84 Female, 51 Household.
 - v. DB noted that only 40 had so far not renewed their membership compared with 78 last year.
 - b. **Campaigns** – JY noted a request for the pavement from Wilton Street to Drusillas Roundabout to be upgraded to shared use. TR requested that the footpath from New Barn to Cuckmere Haven and thence to NCN2(Alt) should be shared use.
 - c. **Website** TR reported that the build of the new site was virtually complete and would go live in about a fortnight. Meanwhile, any comments on the test.cycleseahaven.org.uk would be appreciated on Trello.
 - d. **Media** Seaford Scene April had been published. Peacehaven and Newhaven free papers were being explored.
 - i. CA would be producing a quarterly newsletter shortly. Section Leaders were asked to produce an article relating to their area to CA by 7th April.
 - e. **General Data Protection Regulation (GDPR)** GR introduced this as an important issue which must be dealt with correctly. Supporting documents are attached in Appendix I
 - i. **What data is held?** DB stated that he held names and addresses, phone numbers and e-mail addresses of all members. TR stated that there were 2 other data bases: on the website, a list of Subscriber e-mail addresses who receive notification of each blog; a Mailchimp list of all details of members which has to be updated manually from new members' details. This had been kept by Andy Lock, later by TR. It was agreed that the Mailchimp list should be deleted and the Subscriber list should be renewed when the new website went live.
 - ii. **How is the data secured?** DB noted that he would have to secure data files with encryption and passwords. Members were reminded that any "broadcast" e-mails should be sent as "BCC" (main address to self) so that no data was inadvertently shared.
 - iii. **Consent should be secured specifically.** It was agreed that this should be done on the Membership Application form (Appendix II) with ICE details added. It is not necessary to "renew" the GDPR statement annually. In our case it will be a "one-off" requirement for any existing member at 25 July 2018 and from that date a requirement for us to include the policy statement within our membership application form.
 - iv. Data on non-renewals need not be deleted immediately. TV to consult on duration.
 - v. **Emergency Contact Details (ICE)** will need to be included.
 - vi. **Policy** The club would need to draft a policy on data use – what, why, how long and what for? TV & DB and GR & MW to discuss and draft.
6. **Ride Leader** A confidential matter was discussed under this heading and a course of action was agreed unanimously.
7. **Health and Safety**
 - a. One matter was raised concerning a Ride Leader's advice not being followed. It was agreed that it was not

possible to enforce such advice and that correct procedure had subsequently been followed. No further adverse consequences ensued.

8. Any Other Business

- a. **Radios** – MW: it was agreed to purchase another set of four.
- b. **Prudential Ride London** – TV: it was agreed the trailer could be used for this on 28th July.
- c. **Nutrition** – SW: it was agreed to follow up an offer on nutrition guidance from Gingerfit for participants in the 2 SDW rides at a cost of £175, the event to be self financing
- d. **BBBBB** - DB another brunch and puncture event would be held on Sunday 24th June.

9. Date and place of next meeting: White Lion Tuesday 15th May 2018 at 7.30 pm.

10. Subsequent meetings:

- a. May 15
- b. June 26
- c. August 7
- d. September 18
- e. October 30
- f. December 11
- g. January 22

Appendix I

GDPR

To comply with GDPR, clubs (and all other organisations) will have to meet six privacy principles. These are:

1. Personal data must be processed lawfully, fairly and in a transparent manner;
2. Personal data must only be collected for “specified, explicit and legitimate purposes”;
3. Data collected must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. Personal data must be accurate and where necessary kept up to date;
5. Personal data that is no longer required should be deleted;
6. Processors should ensure all personal data they hold is secure.

What are CSH’s responses to the following?

Points to consider

The following are points that clubs must consider if the club wishes to continue providing member details to all members....

1. For member details to be made available to other club members (in any format) the specific consent from each member will be needed
2. Clubs must allow members to opt-in to what details are circulated and must allow members the option of not having any details circulated. It must not be a condition of membership of the club that details have to be shared.
3. Clubs will need to re-ascertain consent on a regular basis, ideally at least once a year
4. Clubs need to be mindful that even though consent may have been given at one point it can be withdrawn at any future point, including the day after a club has posted out a club list to every member. If an individual withdraws their consent the club needs a clear way to action the withdrawal of that data. This could potentially result in a recall of all the club lists that have been posted out or the club may not be allowing the individual their lawful right of withdrawing consent. Because of this risk, clubs may decide that if they wish to use a club list then a

secure area on the club website is easier to manage.

5. Clubs need to ensure that data is accurate. If a member changes their contact details after the list has been produced clubs need to consider how the club will ensure that the club lists are updated and that inaccurate data is not available to other members.

6. Clubs should consider what data needs to be circulated for communications between members, i.e. is a full postal address really needed in the 21st century, or is a phone number and/or email address more appropriate?

7. Clubs need to tell the recipients (members) what they can/can't do with the data in the lists, i.e. they can't pass or sell the data on to anyone else, and members can only use the data for club related communication.

8. Clubs need to ensure that data is not held for longer than is needed. A system would be needed by the club to ensure that club lists are deleted by members once superseded / not needed.

Emergency Contact Details [ICE]

Many clubs gather details from their members about who to contact in case of emergency, and this is often the name and contact details of a partner, parent, sibling, offspring or close friend. This data may be collected via a membership/renewal form and is only to be used if contact needs to be made with someone close to the member following an incident while participating in a club activity.

This type of data is a necessity for the nature of cycling activities. For clubs that hold emergency contact details, they will still need to ensure that data is held securely, is accurate (i.e. regularly updated), states where the data is held, and how members can access it in an emergency. This processing of this type of data will form part of a data protection or privacy policy.

Appendix II Draft renewal form

Dear

We are required under the new EU legislation to have written consent from every member to hold personal details, therefore if you are in agreement that we hold your personal details please sign below.

You are signing to accept our policy which is compliant with the GDPR effective 25 May 2018.

Cycle Seahaven collects and maintains the following data relating to club members; your name, address, phone numbers and email addresses.

Our club, with limited use of membership data, IS not required to appoint a dedicated Data Protection Officer and therefore the Membership Secretary will be responsible for maintaining club data records.

Members' data is solely used to record current and past membership details, to send information to members that may be of interest to them concerning club activities, including photographs, regular newsletter and other relevant information. The club does not share or sell any data to any third party. The only exception to this is that Mr Cycles in Seaford holds a record of member's names, membership numbers and date of last payment, but no other details.

The Membership Secretary may as required produce for the committee and event organizers a list of members with contact details for club activities.

PLEASE SIGN HERE GIVING YOUR CONSENT TO CYCLE SEAHAVEN GPDR POLICY

SIGNATURE

YOUR MEMBERSHIP NUMBER IS: 35

