

Hereford Austin Seven Club

Constitution 2021

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Introduction –

The Constitution will be reviewed and amended by the Committee from time to time to ensure it continues to be relevant. It can also be changed upon receipt by the Secretary, of a suggestion supported by a minimum of ten members and subsequently supported by a majority vote at an AGM.

Club Title –

The club shall be known as 'The Hereford Austin Seven Club' which can be abbreviated to HA7C.

Club aims –

The overall aim is to provide an informal and friendly focal point for the promotion and continuing enjoyment of owning, driving and maintaining Austin Sevens, mainly but not exclusively in Herefordshire and surrounding Counties.

To achieve this aim, we -

- Hold regular club meetings, driving events, technical talks, away trips and other social events
- Provide general information, support and encouragement to fellow members
- Provide technical advice on routine maintenance and any other problems associated with Austin 7 ownership
- Prepare and circulate a bi-monthly Club Newsletter '*Crankhandle*' and encourage all members to contribute
- Maintain a club website
- Provide regular updates to the Club 'Events Diary'
- Maintain contact with other A7 clubs and actively support national A7 organisations e.g. the Austin Seven Clubs Association and the Federation of British Historical Vehicle Clubs

Membership -

1. Membership is open to any person having an interest in Pre-War Austin Sevens
2. Membership is contingent upon payment of the Annual Membership fee determined by the Committee and notified at the AGM
3. The payment of a single club membership fee shall entitle the 'primary' member, his/her partner and any other family members up to the age of 25 residing at the same address - to full membership and voting status
4. Continuing Membership to be at the discretion of the Committee. If, in the unanimous view of the Committee, a Member is deemed to have acted contrary to the spirit of harmonious membership and persists after a written caution, then their membership may be terminated without any refund of subscription
5. In very special circumstances, Life Membership may be granted upon unanimous agreement of the Committee

Committee -

1. The day-to-day management of the club will be carried-out by an elected Committee comprising of the following positions –
 - Chairman
 - Secretary and Deputy Chairman
 - Treasurer and Membership Secretary
 - Newsletter Editor
 - Events co-ordinator
 - Technical Advisor
 - Together with any co-opted members, with or without specific portfolio
2. The key responsibilities of each Committee position are set-out in Annex 1 of this document and may be adjusted if deemed appropriate by the Chairman and supported by Committee majority
3. The entire Committee membership is open to challenge at the Annual General Meeting where incumbents should indicate at least a month before the meeting whether or not they are prepared to continue for another year. Potential new Committee members require a Proposer and Seconder from the membership, to be notified to the Secretary prior to the AGM. In the event there are two or more competing members for a Committee position, then the Secretary shall conduct a secret ballot of members present and the majority view shall prevail. Should there be a tie, the Chairman will decide
4. Committee positions are not automatically time limited
5. The need for, and the timing/location of Committee meetings, shall be decided jointly by the Chairman and Secretary to best accommodate the availability and travel distance of all concerned. Meetings will be held sufficiently frequently to ensure the efficient running of the Club
6. Committee Meetings must have a quorum of at least three Members and this must include either the Chairman or Secretary
7. Committee decisions require majority support of those present except where unanimous support is specifically required by this Constitution
8. The Committee may co-opt a person or persons from the membership to join its meetings either for stated periods or the discussion of specific issues whenever it believes this would benefit the club
9. The Chairman may nominate a Sub-Committee to address specific matters, that will subsequently be brought back to the full Committee for agreement
10. Newly elected Committee members shall immediately be responsible for the duties of their specific role. However, Outgoing Committee members are expected to provide all necessary assistance so that a complete hand-over is achieved within a maximum period of two weeks. This does not preclude outgoing members from providing further assistance and/or advice if sought
11. If a 'standing' Member no-longer wishes to remain on the Committee or for any reason is unable to continue; then the Chairman shall consult with the other Committee Members to see if anyone is willing to provide temporary cover until the next AGM. Similarly, if a Committee Member appears to be underperforming or having difficulty fulfilling their responsibilities, the Chairman shall firstly discuss the matter with the individual concerned to explore whether additional support might be possible. However, if the situation prevails, the Chairman shall consult with the other Committee Members on the best course of action for the well-being of the Club. The individual may then be required to step-down with immediate effect, if this is supported by a Committee majority

Membership year -

The membership and financial reporting year will run from 1st October to 30th September

Annual subscription -

The annual membership fee will be reviewed by the Committee each year, in time for any agreed changes to be notified to the membership in the September Newsletter.

New members who join part way through the membership year will be charged an appropriate fee determined entirely at the discretion of the Treasurer & Membership Secretary.

Members will receive a Subscription Renewal invitation during September followed by a gentle reminder if necessary. However, if a subscription remains unpaid at the end of the following January, then that membership will be terminated.

Annual general meeting -

- The Club will hold an AGM during February each year, normally on the occasion of the planned monthly meeting
- The Secretary will circulate a notice of the AGM to all members during January inviting items for inclusion on the Agenda. The Agenda will then follow a few days before the meeting together with any other relevant papers for consideration
- Only those members (and Partners) who have paid their subscription for the year that includes the meeting date will be allowed to address the AGM or vote
- The Treasurer shall provide written Accounts of the Club's finances to Members at the Annual General Meeting. Other Committee members shall give a brief report
- AGM decisions will be based on majority voting unless otherwise specified in this Constitution with the Chairman having a casting vote in the event of a tie
- Members can effect changes to the Club's Constitution at an AGM – see earlier.

Dissolution of the Club -

1. The Club may only be dissolved at an AGM or a Special General Meeting (SGM) called by a requisition in writing to the Secretary by a majority of members
2. To be carried, those voting in favour of dissolution must comprise at least two-thirds of the membership
3. Notice of any SGM shall be given to all known members at least fourteen days prior to the date of the meeting
4. If the resolution is carried, the Committee shall forthwith liquidate the affairs of the Club and all its assets. Any monies from the proceeds shall be given to a local children's charity

Hereford Austin Seven Club Constitution V4

Last updated and adopted by the Committee on 22nd June 2021

ANNEX 1 - Committee responsibilities and guidance

CHAIRMAN

Overall, to be –

- The figurehead and primary spokesman for the club
- The driving force behind club initiatives - working closely with other Committee members
- Aware of the club's financial situation and how the club is functioning on a day to day basis
- Familiar with the Club Constitution and the abilities and experience of the other Committee Members

In detail for Committee meetings to -

- Liaise with the Club Secretary in preparing agendas
- Liaise with the Treasurer to ensure that any financial documents are ready
- Chair & control meetings & allocate agreed actions
- Ensure meetings start on time and continue without too many digressions
- Ensure everyone at meetings is given an opportunity to speak
- Be diplomatic and smooth over any differences of opinion should they arise
- Make sure that any necessary decisions are taken with a vote if needed
- Provide a casting vote when votes are equally divided

In detail for the AGM -

- Welcome attendees
- Present an annual report on the club's situation – highlighting successes, bringing members' attention to important issues and thanking individuals for specific contributions
- Invite the other Committee members to give their reports
- Lead the appointment of Committee positions
- Ensure the Annual Accounts attract a Proposer and Seconder
- Present any awards

Other responsibilities and duties -

- Ensure the Committee performs efficiently
- Lead a strategy for the Club's future
- Encourage members to take an active part in running the club
- Lead the resolution of any disputes within the membership
- Occasionally check that the Constitution continues to be relevant
- Provide a Chairman's message in the Newsletter
- Ensure significant contributions by members or guests are acknowledged
- Lead the selection of a winner for the 'Richard Youard' trophy
- Facilitate the introduction of new Committee members
- Participate fully in Committee matters
- Allocate others to deputise if necessary
- Be a cheque signatory for Club payments

SECRETARY & DEPUTY CHAIRMAN

In summary –

Carry out or delegate administrative duties that enable the Club to function effectively. In particular to -

- Arrange Club meetings & keep records
- Be the main focus for internal and external Club communications
- Report Club matters to members

- Ensure the Club’s legal and other obligations are met
- Other general Committee responsibilities e.g. deputise for Chairman if required

In detail -

Arrange effective Club meetings & keep accurate records -

Before meetings –

- Clarify meeting aims
- Invite Agenda or AOB items
- Create prioritised Agenda in conjunction with Club Chairman
- Arrange venue and schedule the meeting taking account of who is available
- Circulate Agenda, Minutes of previous meeting and any other relevant information
- Ensure those present will have sufficient information to enable informed discussion

During meetings –

- Be ‘guardian of the process’ and help the Chairman to conduct an efficient meeting
- Report any important Club correspondence received or sent
- Record those present and the timing of the meeting
- Check those present agree the Minutes of previous meeting
- Raise any ‘Matters Arising’ that are not included on the Agenda
- Make accurate notes of the meeting, particularly - decisions and agreed actions
- If necessary, clarify precise details of agreed decisions and actions

After meetings –

- Promptly circulate Draft Minutes to Committee members for comments
- Circulate agreed Minutes that clearly indicate all decisions and actions
- Provide copy to the Newsletter Editor
- Provide timely follow-up reminders of agreed actions where appropriate

Be the main focus for internal and external club communication and correspondence -

- Report relevant Club matters to members – at AGM and in bi-monthly Newsletter
- Be the Club’s nominated contact for other Clubs, particularly A7CA and FBHVC
- Appear as such on the Club’s website etc
- Ensure the Club maintains its membership of relevant National organisations
- Receive nominations for Committee positions
- Deal with (or delegate) arrangements for visiting speakers

Ensure the club’s legal and other obligations are met

- Ensure the Club meets all its legal obligations. Note – The Chairman may delegate specific compliance recommendations (such as GDPR) to other Committee members
- Recommend appropriate Club insurance to the Committee
- Keep under review, the need for H & S ‘Risk Assessments’ associated with Club activities

Other -

- Participate fully in Committee matters
- Deputise for Club Chairman if required
- Contribute a regular message for the Newsletter
- Be a cheque signatory for Club payments

TREASURER

In summary –

The Treasurer has a watchdog role over all aspects of financial management and shall work closely with other members of the Committee to safeguard the Club's finances.

The treasurer controls the collection, banking and disbursement of the Club's money. The treasurer is also responsible for keeping accurate books that enable the provision of a full and accurate financial report whenever requested.

It should be noted that the HA7C is an unincorporated organisation, which means there is no applicable legislation governing how club accounts are kept or presented. However, it is reasonable for the Treasurer to follow any guidelines that might be applicable to the presentation of very simple accounts.

Overall responsibilities -

- General financial oversight
- Present budgets, accounts and financial statements as required
- Monitor and record all Club outgoings and payments
- Monitor and record all Club income
- Record the original cost (or an assessment) of Club assets and assess appropriate levels of depreciation if applicable
- Banking, book-keeping and record-keeping
- Control of any assets and stock
- Prepare, circulate and introduce an annual Financial Report at the AGM. Preferably one that has previously been seen by the Committee
- Present ad hoc interim Financial Reports to the Committee whenever requested by the Chairman

Record keeping –

The Treasurer will keep clear, accurate and secure records of all financial transactions. These records shall include financial values, recipients, payees, dates and the nature of the transaction (i.e. Cash, cheque, bank transfer or other).

Reporting –

The Club Financial Report shall be prepared for the Club's accounting year (or exceptionally, for a different period if appropriate) and comprise –

- Details of Income and expenditure over the reporting period itemised into specific categories including totals
- A Balance Sheet that shows how the net 'surplus' or 'deficit' reconciles with opening and closing Bank Statements and any Creditors or Debtors
- A Statement of the value of Club Assets including any new assets purchased and depreciation or write-off as appropriate
- A summary of the true worth of the Club at the end of the Accounting Period
- Ideally, the Financial Report should show data for the current *and* previous year
- Reports shall state the period covered (which must align with the previous report), the date prepared, and by whom prepared

Reporting at the AGM –

Copies of the Treasurer's Annual Report presented at the AGM shall be circulated to all those present in hard copy. The Treasurer must describe and explain all key points particularly where items might be considered unusual or differ markedly from previous reports. The Annual Report

requires a Proposer and Seconder from among the AGM attendee Members before the accounts can be regarded as accepted by the Club.

Banking -

The Treasurer shall –

- Regularly monitor the Club’s bank balance and reconcile this with all payments and withdrawals
- Obtain formal balance statements as necessary to support financial reporting
- Occasionally, review the effectiveness and efficiency of the current bank and make recommendations to the Committee for change if appropriate
- Keep under review those Committee members that have cheque signing authority for the Club and ensure new signatories are added & former ones deleted, in a timely manner
- Outgoing club payments shall wherever possible, be made by cheque and the Treasurer must be the first to sign
- Payments by cash or Bank transfer will only be made in exceptional circumstances and then only with the express authority of the Treasurer and another authorised signatory

Asset management –

The Treasurer shall keep a clear record of the original cost and date of purchase of all Club assets and make reasoned judgements for Committee approval regarding depreciation or write-off prior to the presentation of Annual Accounts at the AGM.

Other –

- Participate fully in Committee matters
- Occasionally, review the HA7C guidance on legitimate Club Expenditure (Annex 2 of this Constitution) and recommend changes to the Committee if applicable
- Be a cheque signatory for Club payments

NEWSLETTER EDITOR

In summary –

To assemble, edit and circulate a bi-monthly Club Newsletter ‘Crankhandle’ that aims to inform, educate and entertain Members.

In particular to -

- Publish an edition every 2 months, normally on the Thursday before the monthly HA7C meeting
- Circulate to the currently agreed list of recipient members by email where possible, otherwise to arrange for providing hard copy. Also, to other selected clubs, individuals and organisations at the Editor’s discretion
- Encourage all Club members to contribute copy
- Publish the following if available -
 - Articles about HA7C activities
 - Selected letters from members and others
 - Relevant articles pertaining to Austin Sevens
 - Each issue shall contain submissions from Editor, Chairman, Secretary and Events officers
 - Optionally submissions will be published from the other committee members
 - Relevant articles pertaining to motoring history of interest to the readership
 - Items for sale or wanted

- The events diary
- Committee contact details
- Useful links to other clubs, organisations and some spares providers
- Participate fully in Committee matters

Note - The newsletter will be sent in PDF to ensure a standard and stable layout regardless of viewing platform and be backed up on a monthly basis to external disk

EVENTS COORDINATOR

In summary –

To be the HA7C focus for event information and to promulgate details of events likely to be of interest to members.

In particular to

- Encourage Members to organise Club events
- Maintain an up-to-date ‘diary’ of events
- Regularly communicate the events diary to members
- Liaise as appropriate with other local car clubs and organisations

In detail –

- Be the main focus for internal and external communications relating specifically to events
- Support members organising events
- Report new events to members
- Monitor external event news to discover new events of interest
- Maintain an events diary that where possible avoids clashes
- Ensure the Events section of the Club Website is kept up-to-date
- Occasionally survey the membership to obtain and report feedback on preferred events
- Regularly monitor an Events email address for external contacts
- Check with the Club Secretary that relevant HA7C Event insurance is in-place
- Arrange Club (not individual) presence at external events

Other –

- Participate fully in Committee matters
- Occasionally review ‘Convoy Guidance’ in Annex 3 of this Constitution and propose updates to the Committee if applicable

Note – It is not intended that the Events Co-ordinator should be the organiser of all Club events. The role, is to give other members the necessary encouragement, tools and information to help them organise events.

TECHNICAL ADVISOR –

In summary –

To be the main focus of all technical matters in the Club.

In particular to -

- Provide regular technical articles for publication in the Newsletter
- Be the first point of contact for requests for technical advice

- Monitor the Technical Section on the Club’s Website and propose additions, deletions and changes as applicable
- Provide advice (and sometimes assistance) to Members on technical matters when requested
- Deliver occasional ‘Shed night’ technical talks to Members
- Carry-out ‘Agreed Value’ A7 valuations for Members on request and issue Certificate
- Participate fully in Committee matters

MEMBERSHIP SECRETARY –

In summary –

To maintain an up-to-date schedule of paid-up Club Members and other relevant details.

In particular to -

- Maintain an up-to-date schedule of paid-up and life Members
- Obtain and record details of new members, request membership subscriptions and send club Information/welcome Pack (Windscreen sticker and Constitution)
- Ensure Committee members are in possession of an up-to-date membership schedule at all times by advising of membership changes as they occur
- Participate fully in Committee matters

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CLUB WEBSITE RESPONSIBILITIES -

A Committee member (or more than one member) will be assigned responsibility for the HA7C Website, with the aim of ensuring that it is fit-for-purpose, reasonably up-to-date and presents a professional image of the Club.

In particular to –

- Keep the website format, content & functionality under review and propose changes to the Committee as deemed appropriate
- Ensure the site provides interested browsers with up-to-date HA7C contact details
- Make sure the site contains an interesting variety of articles and photographs that reflect HA7C activities
- Include details of how to apply for Club membership
- Include an up-to-date diary of proposed events
- Include an archive of Club Newsletters going back as far as practicable
- Include Technical articles and hints previously published in our Newsletter
- Ensure the Website maintenance costs are reasonable for the functionality offered
- Monitor and report to the Committee the level of interest (‘hits’)

ANNEX 2 – Guidance for the legitimate use of Club funds

The aim of this document is to provide guidance to HA7C Committee members when deciding whether or not an item of expenditure should be met from Club funds.

This guidance is not intended to be a complete final statement on these matters and will be reviewed and refined by the Committee from time to time.

Money spent by the Committee on the following items or activities shall be deemed legitimate and therefore eligible to be met from Club funds. This can be achieved either by seeking a cheque from the Treasurer payable to a supplier prior to purchase or seeking retrospective reimbursement if a Committee member has necessarily already made a personal payment. In which case, the Treasurer must always be provided with a purchase receipt. Individual Committee members shall be free to decide if a payment is legitimate, up to and including £30 but must ensure the following guidance is met. All expenditure above this limit and any cases of uncertain legitimacy, must have the additional prior approval of either the Chairman, Treasurer or Secretary.

Items of allowable Club expenditure

1. Any form of Club insurance deemed appropriate by the Chairman, Secretary or Treasurer
2. Membership of appropriate A7 related organisations as advised by the Secretary
3. Postage, stationery, printing and copying costs relating directly to HA7C activity
4. Payment for Club meeting accommodation (for example the Richmond Club)
5. The cost of hiring presentation equipment
6. Reasonable travel expenses (or a contribution) for visiting speakers
7. Awards directly associated with HA7C activity
8. An expense that is wholly and necessarily incurred in arranging a Club function (usually excluding fuel – although a £20 contribution can be made if requested for runs over 30 miles)
9. A 50% contribution towards the cost of coach transport for Club visits when eight or more members participate, allowable on one occasion only per calendar year
10. The reasonable cost of ‘well -wishing’ or ‘thank-you’ gifts made by the Club
11. Possibly, club owned equipment in the future subject to prior Committee agreement

Notes

- We encourage the wider membership to become involved in the organization and running of club events. So, they will be equally entitled to reimbursement from Club funds where appropriate. However, the Committee has the fundamental responsibility and duty of care for running the club - so members must seek the prior approval of a Committee member if they wish to seek reimbursement of any kind. Committee members must in-turn, ensure that all expenditure meets the Guidelines *and* decisions on all individual expenses above £30 are supported by one of the following The Chairman, Treasurer or Secretary
- The existence of this Guidance was mentioned in the November 2017 Newsletter ‘Crankhandle’ with a note to say that details can be made available to anyone who is interested

ANNEX 3 - HA7C Guidance for driving in convoy

The following notes, produced by the Committee, are intended to help everyone enjoy driving in a convoy on Club outings, whilst showing consideration for other motorists and trying to ensure that nobody gets lost. The notes are largely 'common sense' but we gratefully acknowledge that the idea was inspired by a similar article produced by the Dorset A7 Club

- Try to keep within sight of the car in front whilst allowing space for modern vehicles to overtake where it's safe
- If you need to stop – try to alert the person in front by flashing your headlights (or perhaps waving a candle if that's brighter)
- Keep an eye on the car behind and if it disappears from view – slow down. If it still doesn't appear, then stop. Hopefully the car in front of you will realize you have stopped and so on up the line
- Similarly - when you turn off at a junction, check that the car behind has seen you. If not, stop and wait until they can see where you've gone
- If you decide to leave the convoy, please tell someone
- If you find you are being choked by burning oil fumes – try following someone else
- Organisers – Please make sure everyone knows the location of the lunch stop and that all participants have the mobile number of the convoy leader

HA7C - Guidance for driving in convoy
Version 1 Adopted by the Committee – November 2016

ANNEX 4 – General Data Protection Regulations (GDPR)

Part 1 – Hereford Austin Seven Club GDPR Policy

The HA7C is not required to register with the Information Commissioner’s Office (ICO) and this has been confirmed using the ‘*Registration Self-Assessment*’ tool on the ICO website. However, the club is advised to “adhere to the principles of the Data Protection Act (DPA)” and use best practice for managing the information we hold. The Club has also followed guidelines set out by the Federation of British Historic Vehicle Clubs (FBHVC) to help clubs comply with the GDPR regulations that came into force on the 25th May 2018. Accordingly, we have worked through the twelve suggested steps to ensure compliance.

GDPR is all about maintaining a person’s privacy and the focus is on protecting personal data, including anything that can potentially be used to identify a living person. The Club will use ‘Privacy Impact Assessments’ (PIA’s) to identify whether any new activity might affect a member’s privacy. The Club will use the principle of ‘*opt-in*’ rather than ‘*opt-out*’ by securing specific agreement from members upon joining and at annual membership renewal, to the storage and use of their data. Any data breaches will be notified to affected Members within 72 hours of discovery.

The Club will only gather the minimum amount of information necessary to achieve the Club’s aims as set-out in the HA7C Constitution. Standard information will include: Name, Address, Telephone number(s), e-mail address, Joint Member’s name (if applicable) and Austin Seven ownership details.

Part 2 – HA7C Privacy statement

The purpose of the Club is to deliver the service to Members described in the club Constitution. In summary, to provide an informal and friendly focal point for the promotion and continuing enjoyment of owning, driving and maintaining Austin Sevens. The HA7C necessarily needs personal data for the day-to-day running of the Club, for example communicating details of events, circulating the *Crankhandle* (Newsletter), organising trips or runs and arranging meetings.

Regarding personal data - members have the right to be informed, the right to access their data, the right to rectification, the right of erasure, the right to restrict processing, the right to data portability and the right to object. The right to erasure means the right to be forgotten and the Club will do that on request, by terminating membership and removing associated data.

Members may make a ‘*Subject Access Request*’ (SAR) to the Membership Secretary at any time and will be provided with details of all information that the club holds relating to their membership.

The Membership Secretary holds member’s original hard-copy application form and similarly, renewal forms submitted in subsequent years. This information may also be stored electronically in a secure manner.

Membership applications and annual renewals are used to obtain member’s approval to the use of their personal data for communication purposes. Any subsequent processing by the club is solely concerned with the efficient storage and ordering of records for which it is solely responsible. Furthermore, the club will not share this information with any third party other than the Austin Seven Clubs Association to which HA7C is a fully subscribed member.

A Privacy Impact Assessment (PIA) will be undertaken by the HA7C should it decide to change its membership record system or seek additional personal data from members, for whatever reason.

ANNEX 5 – Data security protocol

Hereford Austin Seven Club

Data security protocol

Background

The Committee has agreed, that so-long as we have an agreed data security protocol in-place (and we follow it), our data should be entirely safe and the use of Drop-Box, no-longer essential.

Introduction

The main aim of the following guidance is to prevent the theft of confidential data, which is a GDPR obligation. A second aim is to prevent us losing important Hereford Austin Seven Club (HA7C) information and finally, it seems a sensible opportunity to recommend a simple form of version control for our documents.

The straightforward approach recommended here, would be nowhere near sufficient for GCHQ but hopefully something that is effective, proportionate and meets our needs.

Process

1] Confidential data security – Confidential data held by the HA7C comprise member's: names, addresses, telephone numbers and email addresses. These are necessarily provided upon joining the club to ensure we can communicate club matters – especially, news of events and the bi-monthly Newsletter '*Crankhandle*'. Membership application forms (and other notified changes) are retained securely by the Treasurer/Membership Secretary and used to maintain an up-to-date 'Membership spreadsheet' that is shared with other Committee members for club management purposes. Committee members are expected to delete or destroy previous versions, upon receipt of each new spreadsheet update.

The requirements of GDPR were probably never aimed at small clubs like ours, nevertheless, we have a legal obligation to keep confidential member's data secure from theft, however unlikely this might be. It seems there are two issues to address – data storage security and requests by others for member's confidential contact data

- Data storage – It impossible to achieve 100% security against data theft from personal computers, tablets and smart phones. However, we will probably be deemed to have taken reasonable measures, so-long as we password protect access to our devices. Fingerprint and facial recognition access would of course further enhance security.
- Requests for member's data - If a member contacts anyone on the Committee asking for another member's details; that Committee member shall communicate the request to the 'target' member. Then he/she can decide whether or not they would like to initiate contact themselves or agree to their contact details being provided to the requestor.

2] Preventing data loss – As soon as HA7C papers are circulated to the entire Committee, it is highly unlikely the material would be completely lost with copies residing (at least for a while) on several other devices. However, whilst composing material, it is appropriate to save work as it progresses (computers normally do this automatically and the frequency can be adjusted if required). In addition, to prevent data loss, documents should regularly be backed-up on a separate device and this can be a 'cloud' store, another computer or a simple flash drive.

The secure storage of important finished documents arguably deserves a higher level of security (to prevent loss) and the well-known 3:2:1 approach could be applicable i.e. Ensure there at least three copies, stored on at least two devices with one copy stored in a separate location. The Secretary will ensure that all Committee and AGM papers are stored in accordance with this principle and will include any other documentation the Committee wishes to include

3] Document version control - To enable document changes to be easily distinguished, all HA7C papers circulated to the Committee shall contain a reference at the end of the document containing: the name of the author/originator, the date prepared and his/her version number e.g. BG 15-03-2021 V1.

All 'draft' papers shall additionally be identified by preceding the reference with the word 'Draft' e.g.

- Draft BG 15-03-2021 V1 together with a suitable watermark if desired.

Once approved by Committee, the reference will lose the word 'Draft' and include the document title together with the date of its adoption e.g.

- HA7C Constitution, Annex 1 - Committee responsibility and guidance
Version 2 - Adopted by the Committee on 11th May 2021

Summary

Hopefully the above process will

- Satisfy relevant aspects of our GDPR obligations
- Keep confidential data secure
- Prevent us losing any important HA7C information
- Avoid confusion by having a simple form of version control

HA7C Constitution, Annex 5 Data security protocol
Version 1 Adopted by the Committee on 22nd June 2021