

Bearsden and Milngavie Ramblers & Hillwalkers
Resume of Special Meeting held to discuss the implementation of the General Data Protection Regulation (GDPR) held at the Meeting Room, Waitrose, Milngavie, on Thursday 5 April, 2018 at 1.30pm.

Present:

Group Chair (JK); Group Secretary (PM); Group Treasurer (MA); Membership Secretary (HM); Social Events Co-ordinator (SC); Access Officer (IJ); Webmaster (FD); Committee Members (AM); & PA; Wednesday Wanderers Co-ordinator (GD); Minute Secretary (JS).

The Group Chair thanked everyone for coming at short notice to discuss the implementation of the GDPR which comes into effect on 25 May 2018, and will introduce more stringent rules for how organisations manage personal data. The Ramblers GB have hired a Data Protection Officer, Felix, who should be contacted regarding questions or concerns. It is in response to his email of 25 March 2018 which attaches the Volunteer Guidance on the implementation of the GDPR, that this meeting has been called.

Further to Committee members having read this overview material, a number of issues and concerns were discussed, in particular how it affects their individual roles. A number of concerns were raised such membership information being accessible to other Committee members and Walk Leaders, ie Treasurer, Social Events Secretary, Walks Leaders, which is presently used by them to keep statistics; to contact individuals direct; to know who is in membership, etc. Will they now have to contact the Membership Secretary every time they require information, increasing her workload immensely? The Membership Secretary will also have a huge job collating the information on who is opted in and those who opt out of their information being available within the organisation.

Another area of concern was in managing the information kept by the relevant Committee members. How long should information be kept, or when deleted? What information can be kept for example by the Group Treasurer, who has to keep accounts for six years before destroying. Also keeping bank details for those going on Group holidays. Does this information all need to be password protected? A myriad of as yet unanswered questions.

The Guidance has answered some questions which had been raised in the past such as should Incident Report forms be kept by the Secretary or destroyed immediately. The Secretary has now destroyed her backlog of Incident Reports. In future once she has received acknowledgement of receipt of an Incident Report Form by HO she will delete her copy. New Walk Register forms should be used by Walk Leaders and then destroyed at end of walk.

The main thrust of the meeting was to formalise what we, as a group, need to do to ensure compliance in particular what information each holds. It was **agreed** that each Official would make a list of questions relating to their specific job, ie Membership Secretary, which need clarified, and concerns they need answered, and contact Felix direct.

Ramblers will be sending out direct to each member an opt-in/opt out form, which they need to complete, and sign. The Programme Editor is going to add a paragraph into the next Programme advising members of the reasons why this is necessary. Also forms issued by Ramblers for our volunteers ie Leaders and Committee members, will be handed out to fill in and these can be completed immediately.

Obviously this is going to be an on-going process and a big learning curve for all involved. Further discussions will be held on progress at the next Committee Meeting. It was **agreed** that when sending out emails to Committee members that they should use the bcc facility.