

Barrow and District Association of Engineers (BDAE) Data Policy

The day to day working of the Association is defined, and limited by, Trustees and Council Members in the spirit of the Aims of the Association and as guided by the Constitution and Bye-laws. That said Data Policy requires further clarification in four specific areas namely 1) membership details 2) social media 3) activities relating to Bursaries and Awards and 4) the Association's Google Drive account.

1. Membership Details.

The privacy and security of membership information is extremely important to the Association. The Association collects, processes and uses membership information strictly in accordance with the UK Data Protection Act 2018 and the General Data Protection Regulations (GDPR). This policy explains what personal information is collected and how it is used.

a. What personal information do we collect about our Members?

The personal information that we collect about Members is used to help us manage and run the Association. We will only collect the information about Members, and Life Members, that we need.

Personal information that we collect includes

- Full name and title
- Telephone number
- Email address

b. When and how do we collect membership information?

We collect information about Members when they register with us using our Membership Form, see below. New Members are reported monthly to the Council who have the opportunity to consider new applicants. On approval by the Council the details of the new Member (defined above) are added to the Membership Lists held by the Treasurer and Honorary Secretary. Once the Member's details are added to the Membership List the relevant Membership Application Form, whether physical or electronic, is destroyed/deleted.

c. How will we use membership information?

We will use the information Members provide to send out information about our activities, including meetings, publications, trips and information that is considered to be of legitimate interest to the Association's membership.

d. Accountable Individual

The Treasurer is the accountable individual for the control of membership information.

e. Who do we share membership personal information with?

We do not share, or sell, membership information to any other organisations.

The Treasurer will only share information on the Membership List with other Council Members on a 'need to know' basis. Currently the Honorary Secretary also has access to the membership list in order to assist in discharge of the role. Information from the Membership List is not shared outside of the Council, or indeed outside of the Association, without the express permission of the relevant Member. Any potential breach of these arrangements will be immediately reported to the Council.

Note the Association's auditors have access to financial information but not personal data of members.

f. How we store membership information

The Membership List is stored in a way that ensures appropriate security, including protection against unauthorised processing, access, loss destruction or damage. The Membership List is held either in physical form, when physical security measures commensurate with household security will be put in place by the relevant holding Council Member, or electronically when the data will be password protected.

g. Right of access

Members have the right to request a copy of their personal information that we hold and have the information updated or deleted, if no longer a member of the Association, at any time. If subscriptions are not paid for 5 years personal details will be deleted. All questions with regard to membership data should be directed to the Treasurer. Contact details on the BDAE website <http://www.bdae.org.uk>.

h. Changes to our Privacy Notice

We may update this Privacy Notice to ensure that it remains up to date and incorporate any new legal requirements. If any such changes are made then Members will be notified accordingly.

i. How to contact us

If you have any questions about our Privacy Notice or about the membership information that we hold please contact the Treasurer (contact details above).

You can find out more information on Data Protection on the Information Commissioner's website- <https://ico.org.uk/>.

2. Social media policy and procedures.

BDAE has no written policy on social media but recognises social media as an essential and growing part of its activities. Indeed communication by all appropriate media is essential to the Association's activities hence the Council maintains a communication strategy that is

reviewed and endorsed annually. In terms of social media the Trustees and Council Members authorise nominated individuals to act for the Association on these platforms and guide, as necessary, these individuals to maintain the BDAE website and the use of social media.

3. Activities relating to Bursaries and Awards

Generally, all information dealt with by the Bursary Sub Committee with regard to Bursaries and Awards is in the public domain hence no additional controls or procedures are required. However, specific areas of clarification are provided below.

a. Data held, or being used, by the Bursary Sub Committee.

All such information is managed by the Chair of the Bursary Sub Committee. This information will be held either in physical form, when physical security measures commensurate with household security will be put in place by the Chair, or electronically when the data will be password protected if the information is sensitive (for example individual award applications, see below).

b. Bursary and Award applications.

Applications for awards for schools or colleges contain no personal information and hence these can be held for reference in either physical or electronic form by the Bursary Sub Committee Chair.

Applications from individuals contain personal, and potentially sensitive, information. These applications will only be stored whilst the Bursary Sub Committee is in the process of selecting the successful applicant(s). These documents will only be stored in electronic form.

On receipt of an individual's application the document will be electronically stored (the physical copy destroyed if appropriate) and password protected. When determining the successful applicants all members of the Bursary Sub Committee will need access to the relevant individual's applications. This information will be emailed to all Sub Committee members in an attached password protected document. The appropriate password will be sent by the Chair in a separate email. Once the successful applicants, and reserves if applicable, have been endorsed and notified, by the Bursary Sub Committee then all applications held by Sub Committee members will be deleted. The Chair will instruct all Sub Committee members to delete the information they have received. The master records will be deleted by the Chair after the awards are made as in the past there have been last minute changes due to changing circumstances of applicants plus successful candidates need to be contacted. The Chair will maintain a register of winners limited to a maximum of name, email address, contact address and telephone number.

c. Individual Award Winners

The only information held on other individual Award winners is name and relevant school or college. All this information is in the public domain and therefore can be retained by the Bursary Sub Committee. Pictures of winners can only be taken, stored and used (for example on the BDAE website) with the approval of the appropriate parent or guardian. All these images will be held by the Chair of the Bursary Sub Committee.

d. Accountable individual

The accountable individual for information held by the Bursary Sub Committee is its Chair.

3. Google Drive

Currently the Association has a Google Drive account that can be accessed by the Council's Minutes Secretary and the Communications Lead. Generally this site is used to store information of an historical nature and hence no sensitive data is stored that would require special arrangements/handling. By exception it may be necessary to store sensitive information if, for example, in the unlikely event that a Safeguarding incident were to occur. Currently no such data is held.

If there were an exceptional need to store sensitive information on the Google Drive it would be done so by either the Council Minute's Secretary or Communication's Lead and password protected. These individual's will ensure that such data is immediately deleted once it is no longer required by the Council.

4. Review

This policy will be formally reviewed annually by the BDAE Council.

This policy was last reviewed on: 27 January 2025.

Signed:



Name: Russ Watson

Chair and President Barrow and District Association of Engineers



Barrow and District Association of Engineers (BDAE) (Founded 1908)

President: Russell Watson

Honorary Secretary: Martin Bates

MEMBERSHIP APPLICATION FORM

(Please print all in capitals)

I, (full name and title).....

Telephone Number.....

Email Address.....

Hereby apply to become a Member of the Barrow and District Association of Engineers.

Member's information will be held in accordance with the BDAE Data Policy and by joining, or renewing, all Members agree to this. The Constitution, Bye-Laws and Policies of the Association are available on the BDAE website <http://www.bdae.org.uk>.

Signature of Applicant.....Date.....

Proposed byDate.....

Membership is open to anyone with an interest in Engineering. Membership fees are currently £10 per annum. Life membership is £100. Annual subscriptions are due in September, at the start of the lecture season. The preferred method of payment is by Standing Order; however fees can also be handed to any of the BDAE Trustees, Council Members or a cheque sent to the Treasurer. A Standing Order Form can be obtained from the Treasurer at the email address below.

If you have any queries or require some help on joining contact:

John Sykes
BDAE Honorary Treasurer and Membership Secretary
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