User Guide - General Data Protection Regulations - Members

Your details are used by the management if we need to contact you for administrative reasons. The computers holding your information are password protected.

For the purpose of managing your data visibility to others you can edit your security setting, change your login and password (your default login is your email address)[1]

The data provided by you is used for the following purposes.

- Membership Management, the collection of membership fees, notification of your renewals and recording of payments.
- Events notifications, sent to you by the Events Co-ordinators to individuals with valid registered membership.
- Recording attendance at events for safety and management.
- Your post address for Mail correspondence where there is no e-mail address or communication must be by mail.
- Storing copies of emails sent to you.

The group will not use your personal data except for the management of the group nor will it disclose your information to a third party without your consent.

There are various setting available in the system that can be used to control your mailing list, you should be aware that some list are set as a default for the ease of management, you should check your selection of this periodically.

All of the personal data held on the systems that contains your data is available to you once you have logged in. You can view, check and update this at any time.

Gift Aid

If your group is able to reclaim GiftAid the system will maintain records of your GiftAid declaration and financial records associated with these claims as required by HMRC.

Agoria/Activity Forum

The system a versatile web base membership management system, it is used by many organisation that describe themselves variously as Club, Societies, Association, Social, or Faith as a result documentation can describe in some cases any of these types. For the avoidance of confusion there are reference can be found through the user documentation as can the use of Group Officer and Group Manager. These refer to those users that manage your version of the system, they can also be called Treasurer, Secretary Captain, President within the system structure.

Stored Data

Your data is available to you on the Group Website and in the Membership system, you have to login and see these entries, they are only visible to the management of your data and to you, you can if you wish make some of your information available on the website to others. To change from the default setting login and navigate to the security settings on your site.

Once on the

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[1] Membership – Security Settings