

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 settings available in the system that can be used to control your mailing list, you should be aware that some lists 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 based membership management system, it is used by many organisations 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 references that 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, and President within the system structure of managers and volunteers.

Stored Data

Your data is available to you on the Group Website and in the Membership system, you will have to login and see these entries, they are only visible to the management 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 the system.

¹ Membership – Security Settings

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Once you are on the settings tab, you will see how to change the visibility of your information, the default settings limit your data to Managers only, the override setting.

Fields marked with a ■ are mandatory

Contact	Notes	Payments	Dates & Positions	Security	Links	Custom & Mail Lists
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USERNAME AND PASSWORD LOGIN SETTINGS	
Allows access to Personal Information - DO NOT SHARE PERSONAL LOGIN DETAILS	
Note:	In order to login the user must have a password. The user can also have a login name or use one of their registered email addresses. The login name and password must be at least 6 characters long.
Login Name:	<input type="text" value="alfred"/> Minimum 6 characters - use this or email address to login (not case sensitive)
Password:	<input type="password" value="....."/> Minimum 6 characters including at least 1 number (not case sensitive)
Confirm Password:	<input type="password" value="....."/>

VISIBLE TO SETTINGS	
May allow access to Personal Information - USE WITH CARE	
Note:	Set below the minimum permission that is required in order to view each specific detail about this member.
Name:	<input type="text" value="Full Member"/> Any setting below that is lower than the Name setting will be adjusted to the same level as Name on saving!
Address:	<input type="text" value="Full Member"/>
Web Address:	<input type="text" value="Group Officer"/>
Email:	<input type="text" value="Full Member"/>
Personal Details:	<input type="text" value="Group Officer"/>
Preferred Phone:	<input type="text" value="Full Member"/>
Other Phone:	<input type="text" value="Group Officer"/>
Mobile Phone:	<input type="text" value="Full Member"/>
Skype ID:	<input type="text" value="Group Officer"/>

The settings on the above member security will display the members Address, Preferred & Mobile Phone, and Email to other members with Full Member permission or above in the security hierarchy.

In terms of Privacy you control the settings, if you have any problems with this contact your group managers.