



Royal Naval Amateur Radio Society

Hon. Secretary Joe Kirk G3ZDF 111 Stockbridge Road
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MINUTES

Committee Meeting Thursday 5th April 2018

HMS Collingwood

Present:	David Firth	2E0GLL	Chairman	
	Joe Kirk	G3ZDF	Secretary	
	Wally Walker	G4DIU	Area Rep Coordinator	By Skype
	Mick Puttick	G3LIK	Hon. Vice President	
	Doug Bowen	G0MIU	Commodities Manager	
	Steve Legg	M6WVV	Shack Manager	
	Martin Longbottom	M0EHL	Co-opted serving member	
Apologies:	Marc Litchman	G0TOC	Membership Manager	
	Adrian Mori	2E0JVM	Treasurer	

Tasks to be completed are underlined

The Meeting started at 19.00

1. **Chairman's opening remarks**
 - a. The Chairman welcomed everyone to the Meeting.
2. **Apologies for absence**
 - a. As above.
3. **Minutes of the last meeting**
 - a. Proposed by Doug G0MIU and seconded by Mick G3LIK and agreed unanimously.
4. **Matters Arising**
 - a. Shack Manager was asked to get estimates for the refurbishment and decoration of the Shack ONGOING
 - i. The intention is that we do the redecorating ourselves.
 - ii. After asking for suggestions of what the redecoration should cover Steve was asked to put forward his proposals for redecorating/refurbishing the HQ Shack which members will have the opportunity to comment on before we proceed. The aim is to complete the work by end July
 - iii. It was proposed that we set up a small group to manage the redecorating Chairman to approach Alan M6LFM and Ian 2E0IHH to see if they would be willing to participate.
 - b. Job specifications for each member of the Committee to be updated with the suggestion that they not be made too specific. (Chairman & Secretary)
 - i. The Committee reviewed the detailed job descriptions proposed by Wally G4DIU and a decision was deferred to a future Committee Meeting.

- c. (10.) Promulgate changes to admission to membership of the Society in accordance with the proposal accepted at the AGM for free membership for under 25s Published in Winter 2017 Newsletter
 - i. DONE
- d. Ratification of social media policies to be published on our Website
 - i. DONE and agreed unanimously.
- e. Secretary to write to Donald Napier G1LEV (Yahoo RNARS-2017) and David Corney G4UPT (Facebook RNARS)
 - i. ONGOING Merged with Item (h) below and will be completed now the discussions about Social Media policies have concluded.
- f. Steve to arrange to have a small display in the Chaplaincy in Collingwood to attract attention.
 - i. ONGOING Steve is having difficulty finding anyone in authority in the Chaplaincy to speak to in order to arrange the small display but he will now contact the Verger.
- g. Membership Secretary to look at the implications of the GDPR and report to the next Committee.
 - i. This item will be combined with and covered in Item 9 on the Agenda
 - ii. The Chairman said that the GDPR will become the law on 25th May and that we are obliged to comply. It will supersede the current Data Protection legislation. Most organisations big and small are considering what their approach will be.
 - iii. He said that we may need to appoint a Data Controller who would be responsible for ensuring that the Society was compliant with all the GDPR requirements.
 - iv. He has been in touch with the RNSA to see what they are doing and to see what we can learn from them
 - v. The Secretary said he had been in touch with the RSGB but they were unable to offer any guidance. He had also posted a question on one of the RSGB forums used by other Radio Clubs and many of the replies were of the nature '*Please tell us what you are doing.*'
 - vi. The RNARS GDPR documents will be published on our website.
- h. Secretary to send G1LEV copies of relevant social media policies and get confirmation that he is in agreement with them. See (e) above.
- i. Steve to prepare a notice to members using the HQ Shack telling them to leave the Shack as they found it. DONE
 - i. This led to a discussion about lone operating in the Shack. Good safety practice says that there should always be at least 2 people when working around/operating electrical equipment. No conclusion was reached other than every person drawing the key should be aware of the safety requirements.

5. Chairman's report

- a. Chairman reiterated his previous comments about the GDPR and the amount of work involved in ensuring that we are compliant.
- b. He mentioned that we still have aerial problems in the Shack with there being difficulty getting an acceptable SWR on the main HF ones, the (new) G5RV, T2FD and G4MH Beam. It was essential we get them working before Open Day.

- c. Joe commented that the work on the mast nearest the front door had shown that neither of the white stick VHF/UHF aerials was actually connected to the shack even though they had leads dangling from them. The implication of this was that the D-Star rig in Bay Bravo is not connected to anything. However, given the proximity of the DStar repeater aerial a dummy load on the back of the rig would probably be sufficient. Shack Manager to investigate fitting a dummy load and testing.
- d. If we go ahead with replacing the coax on all the aerials then the possibility of getting a grant should be investigated. Martin to liaise with Steve and identify which charities we could approach.
- e. Wally offered a 100m reel of coax and Ian will be asked if he is likely to be in the Nottingham area in the near future.
- f. The security of the IC7300 was raised and needs to be resolved. It was suggested the rig is placed in a lockable cabinet secured to the bench. Steve to investigate obtaining and fitting a lockable cabinet for the 7300.

David 2E0GLL

6. Secretary's report

- a. Conduct of Committee Meetings.
Our Meetings should be to review and come to decisions on reports previously submitted
I send out a draft agenda and call for reports. There is at least a 7 day gap to the final agenda when I include any reports I have received.
I suggest that from the next meeting only reports submitted in advance of the meeting and items arising will be discussed.
This was agreed unanimously.
- b. Contact made with Warsash Sea cadets who are interested in getting help with Foundation training
- c. We have been asked if we can host some NATO visitors during the 2018 NATO Electromagnet Environmental Effects (E3) Working Group which will be held at HMS Collingwood during the period 24th – 26th April 2018. Currently agreeing a day. I will suggest 26 as it is a Tuesday.
- d. Handled an enquiry from Lt Jones in Navy Command HQ about the Mountbatten Wireless Trophy as it had appeared in one of the Communicator mags I scanned. Query resolved through liaison with the Museum.
- e. Chairman & I will be attending the AGM of the Belfast Group tomorrow
Joe G3ZDF

7. Membership Secretary's report

- a. Although Marc was not present he had referred an application to rejoin the RNARS from a previous member who had resigned last year. The application was discussed in depth and the unanimous decision of the Committee was not to accept the application. Secretary to inform the applicant that his application to rejoin had not been accepted.
- b. Secretary reminded everyone that according to what was agreed at a previous Committee anyone who had not paid their subscriptions by the end of April should be deemed to have lapsed.

8. Treasurer's report

- a. There is not much to report the subs are coming in as usual at this time, I have set the wheels in motion to get Doug B access to PayPal, hopefully sorted soon and the balance of the accounts are as follows;
 - i. Current A/c £6009.14
 - ii. Deposit A/c £11169.53
 - iii. FTD unchanged at £35270.43
 - b. Adrian 2E0JVM
 - c. Martin asked if we had considered alternative forms of payment and mentioned one that he had paid through called 'GoCardless'.
Secretary to investigate use of GoCardless payment method and report back to the Committee.
- 9. Impact of GDPR.** Guidance to the Committee and letter to Members attached
The Chairman reiterated the fact that we as a Society are obliged to comply with the GDPR; it is not optional. We are still investigating whether we will need to get each member's signed agreement to storing their data
- 10. Response to Chairman's policy documents and Members' Handbook (G4DIU)**
- a. Handbook. Paragraph 5. inclusion of the positions of "Area Representative Coordinator" and "Society Historian."
 - b. Constitution. Grades of Membership - c) insertion of "who have completed 30 years of continuous membership".
 - c. Paragraph 7e sub-para i. "will preside over" & sub-para xiii Area Representatives Co-ordinator
 - d. Paragraph 10 - first line "an EGM may be called by any Full Member of the Society who must be able to provide a seconder" from the Society in writing to the Secretary.
 - e. Change "number 8" dated ? - to be added at foot of last page.
Wally G4DIU
 - f. There was a further more detailed set of responses from Wally which Secretary had not attached to the Agenda and it was agreed to defer discussion of all these items until the next Committee.
- 11. Plans for Collingwood Open Day (G3ZDF)**
- a. NOV obtained for GB6COD
 - b. Aim of Open Day will be to inform and entertain visitors.
 - c. The theme of all our displays will be the uses of radio in general and of amateur radio in particular
 - d. The external display will focus on satellite signal reception and we will make use of the satellite route-predictor web sites and hopefully pick up some of their signals.
 - e. Inside we will offer a free crystal-type radio to anyone between the ages of 10 and 16 who can assemble (no soldering) one from the components we will provide, get it working and pick up at least one broadcast.
 - f. There will also be some Morse keys with buzzers for youngsters (or not so young-sters) to send their name for which they will receive a certificate.
 - g. We will have a display of the reception and display of weather maps and fax by HF radio.
 - h. There will be information leaflets available on amateur radio and on the RNARS.
 - i. We may also display the use of slow scan TV over HF.
- 12. RNARS 60th Anniversary (G3ZDF)**

- a. Secretary reminded everyone that the 60th anniversary of the founding of the RNARS would be in 2 years time and that we needed to start thinking about what we could do to mark the occasion.
- 13. Closure of RNARS Australian branch (VK1DE) (Reports attached)**
- a. The Committee regrettably accepted the report from Robert VK1DE (attached) on the reasons for the closure of the Australian Branch of the Society and his report (attached) that the remaining funds of the Branch had been donated to the Canberra legacy Club which cares for the families of deceased veterans.
 - b. Secretary to send a Letter of Thanks to Robert thanking him for all the work he had put into maintaining the Branch. The Chairman asked that his appreciation be included.
 - c. Secretary said that Australian members could pay their subs directly to HQ through PayPal.
- 14. Proposal to send free copies of Newsletter to RN & RM base libraries (List attached - G3ZDF)**
- a. Secretary reported that this proposal had come about because of an enquiry he had which mentioned seeing an old copy of our Newsletter in Navy Command HQ and sending a copy to each Unit seemed a way of ensuring that as many serving members as possible were aware of the RNARS.
 - b. The proposal was agreed unanimously.
 - c. Secretary to contact each Unit to determine the best place to send the newsletters to as not all Units had a central library.
- 15. AGM confirmation & preparations (G3ZDF)**
- a. Secretary confirmed that the booking had been made to hold the AGM in the WO & SRs Mess in HMS Collingwood
 - b. Mick G3LIK asked for authorisation of £100 to be paid to him to start getting raffle prizes. Agreed unanimously.
- 16. Managers' reports**
- a. Shack Manager**
 - i. Steve confirmed that a note had been posted in the Shack about keeping the Shack tidy and shipshape.
 - ii. He thanked those who had worked on the aerials and the masts.
 - iii. He suggested that we needed another Aerial Day to complete the work on the masts and aerials. In particular we need to test the feeder cables for the existing aerials. The VNA which we had used in the past tested the performance of the aerials but does not measure continuity or condition of the feeders. Steve to investigate a suitable continuity tester for the job.
 - iv. As discussed above Steve will submit a plan for redecorating the shack.
 - b. QSL Manager**
 - i. No report
 - c. Web Site**
 - i. Joe reported that there had been no major changes to the site but that he was planning a re-design to make it easier to visit and read the site on tablets and mobile phones.
 - d. Area Rep Coordinator**
 - i. Wally said he had emailed all the Area Reps. Many of the email addresses he had were no longer valid and he would coordinate with the Membership/Secretary to try and get up to date addresses.

e. Commodities Manager

- i. Doug reported that he had found a supplier to embroider our crest on hats. These were now available at £10 each. Unfortunately due to their shape the postage would probably be higher than he would have liked.
- ii. Doug said his arrangements with his local Post Office for the distribution of Newsletters were disrupted when it was sold to/outsourced to WH Smiths. However, they had agreed to continue the agreement he had previously which meant they would stamp/frank all the envelopes.

17. Additional item

- a. The Chairman reported that he had inadvertently received an email from a Committee Member which had been sent to him in error and which had been meant for another David. He found the contents of this email to be insulting to him in particular and to the members of the Committee in general. His integrity was being questioned and the implications of the email were defamatory. The Chairman said among other things he was being accused of trying to take over the Society when in fact he was ensuring the Society was complying with legislation which we were obliged by law to follow. He asked that the Committee Member support the work of the rest of the Committee rather than scheming with ex-members and undermining the work of the Committee.

18. Date of next Meeting

7th June 2018 at 19.00

The Meeting closed at 21.57.



ROYAL NAVAL AMATEUR RADIO SOCIETY

GDPR POLICY

This policy document contains the Royal Naval Amateur Radio Society's General Data Protection Regulation (GDPR) Policy as required by law from 25th May 2018.

Issue April 2018

Royal Naval Amateur Radio Society (“the Society”) GDPR POLICY

1. Policy, Scope and Objectives

1.1 The Committee generally located at Building 512, HMS Collingwood, Fareham, PO14 1AS is committed to comply with all relevant UK and EU laws in respect of personal data, and to protecting the “rights and freedoms” of individuals whose information the Society collects in accordance with the General Data Protection Regulation (GDPR). The Society has developed, implemented, maintains and continuously improves upon a documented personal information management system (PIMS).

1.2 Scope

The scope of the PIMS considers the organisational structure, management responsibility, jurisdiction and geography.

1.3 Objectives of the PIMS

The Society’s objectives for the PIMS is to enable the Society to meet its own requirements for the management of personal information; that it should support organisational objectives and obligations, that it should impose controls in line with the Society’s acceptable level of risk, that it should ensure that the Society meets applicable statutory, regulatory, contractual and/or professional duties, that it protects the interests of individuals and other key stakeholders. The Society is committed to complying with data protection legislation and good practice including:

- a) Processing personal information only where this is strictly necessary for legitimate organisational purposes
- b) Collecting only the minimum personal information required for these purposes and not processing excessive personal information
- c) Providing clear information to individuals about how their personal information will be used and by whom
- d) Only processing relevant and adequate personal information
- e) Processing personal information fairly and lawfully
- f) Maintaining an inventory of the categories of personal information processed by the Society
- g) Keeping personal information accurate and, where necessary, up to date
- h) Retaining personal information only for as long as is necessary for legal or regulatory reasons or, for legitimate organisational purposes
- i) Respecting individuals’ rights in relation to their personal information, including their right of subject access
- j) Keeping all personal information secure
- k) Only transferring personal information outside the EU in circumstances where it can be adequately protected
- l) The application of the various exemptions allowable by data protection legislation
- m) Developing and implementing a PIMS to enable the policy to be implemented
- n) Where appropriate, identifying internal and external stakeholders and the degree to which these stakeholders are involved in the governance of the Society, and the identification of

volunteers/workers with specific responsibility and accountability for the PIMS.

1.4 Notification

The Membership, Website and Commodities Managers are responsible for reviewing the details of notification, in the light of any changes to the Society's activities (as determined by changes to the Data Inventory Register and the management review) and to any additional requirements identified by means of data protection impact assessments.

The policy applies to all members and employees of the Society. Any deliberate breach of the GDPR or this PIMS will be dealt with under the Society's disciplinary proceedings and may also be a criminal offence. Should there be a need to report a breach, either of the Membership, Website and Commodities Managers should be notified.

Associates/Affiliates and third parties working with or for the Society, and who have or may have access to personal information, will be expected to have read, understood and to comply with this policy. No third party may access personal data held by the Society without having first entered into a data confidentiality agreement.

1.5 Background to the General Data Protection Regulation (GDPR)

The GDPR 2016 becomes law on the 25th of May 2018 and replaces the EU Data Protection Directive of 1995 and supercedes the laws of individual Member States that were developed in compliance with the Data Protection Directive 95/46/EC. Its purpose is to protect the "rights and freedoms" of living individuals, and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent.

1.6 Definitions used by the organisation -drawn from the GDPR

Territorial scope

The GDPR will apply to all controllers that are established in the EU who process the personal data of data subjects, in the context of that establishment. It will also apply to controllers outside of the EU that process personal data in order to offer goods and services or monitor the behaviour to data subjects who are resident in the EU.

Personal Data

Any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Specialised categories of personal data

Personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade-union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

Data Controller

The natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of

such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by the Union or Member State law.

Data Subject

Any living individual who is the subject of personal data held by an organisation.

Processing

Any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Profiling

Is any form of automated processing of personal data intended to evaluate certain personal aspects relating to a natural person, or to analyse, or predict that person's performance at work, economic situation, location, health, personal preferences, reliability, or behaviour. This definition is linked to the right of the data subject to object to profiling and a right to be informed about the existence of profiling, of measures based on profiling and the envisaged effects of profiling on the individual.

Personal Data Breach

A breach of security leading to the accidental, or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed. There is an obligation on the controller to report personal data breaches to the supervisory authority and where the breach is likely to adversely affect the personal data or privacy of the data subject.

Third Party

A natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

Filing System

Any structured set of personal data which are accessible according to specific criteria, whether centralised, decentralised or dispersed on a functional or geographic basis.

2 Responsibilities under the General Data Protection Regulation

Senior Management/the Committee and all those in managerial or supervisory roles throughout the Society are responsible for developing and encouraging good information handling practices within the organisation; responsibilities will be set out in individual job descriptions.

2.1 Management Responsibility of Personal Data

The Membership, Website and Commodities Managers are responsible for the management of personal information within the Society and for ensuring that compliance with data protection legislation and good practice can be demonstrated. This accountability includes:

- 2.1.1 Development and implementation of the PIMS as required by this policy, and;
- 2.1.2 Security and risk management in relation to compliance with the policy.

2.2 Compliance

Compliance with the data protection legislation is the responsibility of all members of the Society who process personal information.

3 Risk Assessment

3.1 Objective

To ensure that the Society is aware of any risks associated with the processing of particular types of personal information.

- 3.1.1 The Society has a process for assessing the level of risk to individuals associated with the processing of their personal information.
- 3.1.2 Assessments will also be carried out in relation to processing undertaken by other organisations on behalf of the Society. The Society shall manage any risks which are identified by the risk assessment in order to reduce the likelihood of a non-conformity with this policy.

3.2 Data Processes

Where a type of processing in particular, using new technology and taking into account the nature, scope, context and purposes of the processing is likely to result in a high risk to the “rights and freedoms” of natural persons, the Society shall, prior to the processing, carry out an assessment of the impact of the envisaged processing operations on the protection of personal data.

- 3.2.1 A single assessment may address a set of similar processing operations that present similar high risks

4 Data Protection Principles

All processing of personal data must be done in accordance with the following data protection principles of the GDPR and the Society’s policies and procedures are designed to ensure compliance with them.

- 4.1 Personal data must be processed lawfully, fairly and transparently. The GDPR introduces the requirement for transparency whereby information is transparent and easily accessible. The specific information that must be provided to the data subject must, as a minimum include:
 - 4.1.1 The identity and the contact details of the controller and, if any, of the controller’s representative.
 - 4.1.2 The contact details of the Data Protection Officer, where applicable.
 - 4.1.3 The purposes of the processing for which the personal data is intended, as well, as the legal basis for the processing.
 - 4.1.4 The period for which the personal data will be stored.
 - 4.1.5 The existence of the rights to request access, rectification, erasure or to object to the processing.
 - 4.1.6 The categories of personal data concerned.
 - 4.1.7 The recipients or categories of recipients of the personal data, where applicable.
 - 4.1.8 Where applicable, that the controller intends to transfer personal data to a recipient in a third country and the level of protection afforded to the data.
 - 4.1.9 Any further information necessary to guarantee fair processing.
- 4.2 Personal data can only be collected for specified, explicit and legitimate purposes.

- 4.3 Personal data must be adequate, relevant and limited to what is necessary for processing.
- 4.4 Personal data must be accurate and kept up to date.
- 4.5 Data that is kept for a long time must be reviewed and updated as necessary. No data should be kept unless it is reasonable to assume that it is accurate.
- 4.6 The appointed data protection/IT systems lead is responsible for ensuring that all those responsible for processing personal data are trained in the importance of collecting accurate data and maintaining it.
- 4.7 It is also the responsibility of individuals to ensure that data held by the Society is accurate and up to date.
- 4.8 Members and employees working on behalf of the Society should notify the Society of any changes in circumstances to enable personal records to be updated accordingly.
- 4.9 The appointed data protection/IT systems lead is responsible for ensuring that appropriate additional steps are taken to keep personal data accurate and up to date, taking in to account the volume of data collected, the speed with which it might change and any other relevant factors.
- 4.10 On at least an annual basis, the Society will review all the personal data maintained.
- 4.11 Personal data must be kept in a form such that the data subject can be identified only as long as is necessary for processing.
- 4.12 Where personal data is retained beyond the processing date, it will be minimised in order to protect the identity of the data subject in the event of a data breach.
- 4.13 Personal data must be processed in a manner that ensures its security.
- 4.14 Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data

5 **Safeguards**

An assessment of the adequacy of data protection performed by the data controller should take in to account the following factors:

- The nature of the information being transferred
- The country or territory of the origin, and final destination of the information.
- How the information will be used and for how long.
- The laws and practices of the country of the transferee, including relevant codes of practice and international obligations.
- The security measures that are to be taken regarding the data in the overseas location.

6 **Accountability**

The GDPR introduces the principle of accountability which states that the controller is not only responsible for ensuring compliance, but for demonstrating that each processing operation complies with the requirements of the GDPR. Specifically, controllers are required to maintain necessary documentation of all processing operations, the implementation of appropriate security measures, perform and record the outcome of Data Processing Impact Assessments (DPIAs), and comply with the requirements for prior notifications.

7 **Data Subjects' Rights**

Data subjects have the following rights regarding data processing and the data that is recorded about them:

- 7.1.1 To make subject access requests regarding the nature of the information held and to whom it has been disclosed.
- 7.1.2 To prevent processing likely to cause damage or distress.
- 7.1.3 To prevent processing for purposes of direct marketing.
- 7.1.4 To be informed about the mechanics of automated decision-making processes that will significantly affect them.
- 7.1.5 To refuse to have significant decisions that will affect them taken solely by automated processing.
- 7.1.6 To take action to rectify, block, erase, to be forgotten, destroy inaccurate data.
- 7.1.7 The right for personal data to be provided to them in a structured, commonly used and machine-readable format, and the right to have that data transmitted to another controller.
- 7.1.8 The right to object to any automated profiling made without consent.

8 **Consent**

The Society understands “consent” to mean that it has been explicitly and freely given, specific, informed and an unambiguous indication of the data subject’s wishes, which by statement or by clear affirmative action, signifies agreement to the processing of personal data relating to the data subject. The consent of the data subject can be withdrawn at any time.

The Society understands “consent” to mean that the data subject has been fully informed of the intended processing and has signified agreement while in a fit state of mind to do so, and without pressure being exerted upon them.

9 **Security of Data**

All members/employees of the Society are responsible for ensuring that any personal data which the Society holds, and for which they are responsible, is kept securely and is not, under any conditions, disclosed to a third party unless that third party has been specifically authorised by the Society to receive that information and has entered into a confidentiality agreement.

Care must be taken to ensure that display screens and terminals are not visible except to authorised members/employees of the Society.

Manual records may not be left where they can be accessed by unauthorised persons and may not be removed from either the Society's premises or agreed locations without explicit (written) authorisation. As soon as manual records are no longer required for day to day use they must be placed in a secure manual archive or destroyed as appropriate.

10 Rights of Access to Data

Data subjects have the right to access any personal data about them which is held in electronic format and manual records which form part of a relevant filing system. This includes the right to inspect confidential personal references received by: organisation name, and information obtained from third party organisations about that person.

11 Disclosure of Data

The Society must ensure that personal data is not disclosed to unauthorised third parties which includes family members, friends, government bodies, and in certain circumstances, the Police. All members/employees should exercise caution when asked by a third party to disclose personal data held about another person. It is important to bear in mind whether or not disclosure of the information is relevant to and necessary for the conduct of the Society's business.

The GDPR permits certain disclosures without consent so long as the information is requested for one or more of the following purposes:

- To safeguard national security
- Prevention or detection of crime including apprehension or prosecution of offenders.
- Assessment or collection of tax duty
- Discharge of regulatory functions (including health, safety and welfare of persons at work)
- To prevent serious harm to a third party
- To protect the vital interests of the individual -this refers to life and death situations.

All requests to provide data for one of these reasons must be supported by appropriate paperwork and all such disclosures must be specifically authorised by the appointed data protection/IT systems lead.

Dear Member,

Changes to Current Data Protection Legislation

With reference to legal necessities: The General Data Protection Regulations (GDPR) comes into force this year on May 25. It replaces the existing Data Protection Acts (DPA) and creates a new regime for handling an individual's personal data. This will be supplemented in the UK by a new Data Protection Act which is currently passing through Parliament. The GDPR applies to any organisation in the European Union (EU) that handles personal data and any organisation outside the EU that handles data from EU citizens. Even when we leave the EU we will likely continue with a virtually identical regime as the UK was a big supporter of GDPR.

At the moment the data protection rights of individuals are fragmented as each EU country has slightly different laws, albeit following an overarching directive. In addition, the data protection regime is outdated and does not deal with modern data usage. Individual data now commonly crosses borders being collected in one country, stored in another, and processed in a third. A lot of data is now processed automatically with decisions being made entirely by computer algorithms without substantial human intervention. In addition, a lot of data is now collected autonomously by observing behaviour, such as where we go with our mobile phones and what services we use in different locations. None of these issues are dealt with under the current legislation and GDPR aims to assist with these. GDPR requires data protection to be embedded in the design of policies and processes.

The RNARS is not a registered member of the Information Commissioner's Office who published a document named '*Preparing for the GDPR – 12 steps to take now*'. I have carefully sifted through this along with other literature from the ICO and was encouraged to read that many of the GDPR concepts and principles are largely the same as those in the current DPA. Since we, as an organisation are in compliance with the current law, then most of the work towards compliance with the GDPR will remain valid.

The GDPR places greater emphasis on the documentation that data controllers keep to demonstrate their accountability. One aspect has been to review the arrangements the RNARS has in place when sharing data with other organisations. Fortunately, we do not share our data except with our Webmaster with whom we now have a signed compliance appendix to our hosting and maintenance agreement regarding data protection and our printers who only get the names and addresses to send out the Newsletter. In practice our membership details are held in three small areas for processing by the Secretary, Membership Secretary and our Treasurer, and are password protected. Members have been able to choose between five privacy settings which, can be found on the *Application For Membership Form* and this will be amended for compliance to include an option to consent to personal information being processed by the Society for its members database.

Bearing in mind, that if consent is not given there is no mechanism for the Society to contact such members or distribute copies of the Newsletter -and no one has a crystal ball with which to divine such things.

Where we have children as family members the data kept is just name and DoB. The GDPR is bringing in special protection for children particularly in the context of commercial internet services such as social networking.

Finally, under the GDPR, organisations must explain clearly why they are collecting personal data and what they are going to do with it. If it is intended that the data is to be made available to third party providers there is a need to get explicit consent. An example is the non-essential use of the data for marketing which fortunately doesn't apply to the Society. Like your bank accounts RNARS does use the data to help us provide a 'customer' service -Commodities- for example, and we ensure the information is relevant for the Society's purposes. We respect privacy and as you have read, we are working hard to meet the strict regulatory requirements placed upon us.

A key change under GDPR is for users to have access their own personal data which all members can obtain on request, and everyone will have a right to be forgotten where members can request their personal data to be removed. In response to a recent comment made by one member recently, it is noted here that legislation is a matter for the Committee to process and give their acceptance on behalf of the Society. It is a requirement by law, and the Committee are duty bound to ensure that the policy or policies called for reflect the requirements of the law and to implement those requirements accordingly through appropriate policy documentation.

Best wishes

David Firth, Chairman

Royal Naval Amateur Radio Society



<http://www.rnars.org.uk>



RNARS Headquarters
Building 512
HMS Collingwood
Newgate Lane
Fareham
PO14 1AS

H六30Ho六ia3029 April 2018

Dear Member,

We have in the past made you aware and wish in future to continue to make you aware of our activities in pursuit of our hobby by promoting our Society, its activities, and the selling of the Society's badged commodities which we believe will be of value to you.

At the same time, we wish to assure you that, as a valued Member of the RNARS, we are committed to protecting and respecting your privacy.

You may be aware that a new law, the General Data Protection Regulation (GDPR) will become applicable in the United Kingdom from May 25th 2018.

In preparation for the GDPR legislation, we are contacting you to confirm that we will always use your personal information in accordance with current data protection legislation and with your wishes.

We may process your information for our legitimate interest of providing you with information about our Society's commodities and promoted activities which we feel may be of interest to you. You have the right to object to this processing if you wish, and if you wish to do so please contact our Society's Hon. Secretary, or our Commodities Manager.

Further information about how we use your information (including information about your rights) is set out in our Privacy Notice at <http://www.rnars.org.uk/Policies.html> or may contact us by telephone:

Hon Secretary: g3zdf@btinternet.com 01243 536586

Membership Secretary membership@rnars.info

Commodities Manager: g0miudoug@btinternet.com

Yours sincerely,

David Firth, Chairman

CLOSURE OF RNARS AUSTRALIAN BRANCH

This is a notification that I will close the Australian branch of the RNARS at the end of March 2018.

Membership of the branch has fallen from 28 to only 7 members as of December 2017.

Reasons for the fall in membership are SK's, transferring into aged care or lack of interest. Mail outs, phone calls and E-mail notifications were ignored by three members who were on the roll for various reasons.

Running the RNARS-A branch for only 7 members is very time consuming and takes nearly as long as the original 28 members.

RNARS-A branch constitution required 75% of members to vote for closure. Actual voting returns (7) all agreed to the closure.

Remaining funds were donated to the R.S.L. Legacy League and the Society bank account was closed as required by the Australian branch.

Members who wish to remain within the RNARS GB will need to send monies direct to the society in GB.

Member input for the Australian SIGNAL has been very poor, with only 2 articles in 5 years. This then requires me to scan the computer for suitable articles which is time consuming.

Ron Hanel stopped running the RNARS-A branch net on 8/9/2017 because only one or two came on air but most times no one at all.

Australian society records will be kept and be available for perusal for 5 years or upon my death.

The 7 members remaining until branch closure are:

1041. Michael Thorne.

1423. Margaret Nally.

1544. Jim Preston.

3890. Neale Imrie.

4444. Tony Cope.

4864. Ronald Hanel.

4950. John Trist.

4973. Michael Mackay-Blair.

4936. Robert Dew.

It is sad that the branch is closing but I suspected that it would come to an end in my tenure for the above reasons. We are all getting older and finding interest is waning in amateur radio.

We wish the society well for the future.

Robert Dew.

Australian Branch Manager.

I would like to propose that we send a free printed copy of every issue of our Newsletter to all RN & RM Base libraries as a way of making the Society better known.

My initial proposal would be to send to:

1. Navy Command HQ
2. HMS Collingwood
3. HMS Sultan
4. HMNB Portsmouth
5. BRNC Dartmouth
6. HMNB Devonport
7. HMS Raleigh
8. HMNB Clyde
9. RNARS Culdrose
10. RNAS Yeovilton
11. Bickleigh Barracks
12. RM Chivenor
13. RM Condor
14. RM Norton Manor
15. RM Stonehouse
16. RM Tamar
17. INM
18. CTCRM Lympstone
19. HMS Excellent
20. HMS Temeraire

Joe G3ZDF