

THE INTERNATIONAL BENVENUTO CLUB OF VARESE

STATEMENT OF COMPLIANCE WITH EU GDPR 679/2017

From: https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

For examples and references please go to the website.

Principles of the GDPR

What data can Benvenuto process and under which conditions?

The type and amount of personal data that may be processed depends on the reason for processing it (legal reason used) and what it will be used for. Benvenuto endeavours to respect key rules, including

- Lawfulness, fairness and transparency.

Personal data is given freely by the member to the club on the enrolment and sign up forms (for membership and activities). Except for payments made to the club, and records of attendance to coffee mornings or activities, no other personal data is collected by the club itself or from other sources. Photographs of members during club activities may be posted on the website or fb pages or included in VoV. The member may exercise her right to not be included in the membership directory (option on the enrolment form) or have any photos of herself removed from club publications, fb or web pages (by email request to the Editor).

- Purpose limitation.

On enrolment, each and every member is informed that Benvenuto collects and uses personal data for the following purposes:

- To comply with the legal obligation to keep an updated list of paid up members (Libro dei Soci) in order to;
 - demonstrate the club is active and there are current members (soci);
 - know who can take part in club events and activities;
 - know who is entitled to vote at the General Assembly;
 - know how many members there are in any given moment and what is the quorum for a vote by the General Assembly.
- To carry out club activities and adhere to the club statute, policies and practices by maintaining contact with the member as and when necessary and involving the member in club life. (Including checking payments and producing general (not individual) statistics on attendance etc).
- To allow access of the member to club events, activities and secret fb page as well as inform the member of upcoming dates giving them every opportunity to take part in the social life of the club.

Personal data is not used for any other purpose that isn't compatible with the original purposes listed above.

- Data minimization.

Benvenuto collects and process only the personal data that is adequate, relevant, and limited to what is necessary to fulfil the purposes listed above. Details are provided in the personal data treatment procedure attached to Policies and Practices.

- Accuracy.

Members are required to check the accuracy of their personal data at the beginning of the club year and to update the enrolment form if necessary. The Membership Secretary then updates

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the Membership ESI (Electronically Stored Information) files. The Membership Directory is published annually with the up-to-date information of those who have given their consent to be included.

- **Storage limitation.**

For the purposes of managing club activities, personal data is stored for the current year of enrolment or renewal and subsequently for a further 2 years following the last year of renewal or enrolment.

As a legal requirement, the Libro dei Soci – Annual list of paid up members is stored on paper for a minimum of 10 years.

Photographs on fb or the club website and publications are stored indefinitely.

A list of ex- members' names only will be kept for 5 years for the reduced fee rule.

Any other personal data stored by the club that is defined as obsolete is deleted or destroyed.

- **Safeguards.**

Benvenuto provides organizational safeguards against unauthorised or unlawful processing by restricting access to personal data to:

- o Membership Secretary (all)
- o New Members Secretary (all)
- o Editor (names and email addresses)
- o Treasurer (names , date of enrolment or renewal, payment status)
- o Regular and Special Activities organizers
- o Vice-President

All functions are required to preserve the integrity and confidentiality of the data on their own PCs using appropriate technology, to regularly maintain back-up of the data and to secure the data as much as possible against accidental loss, destruction or damage.

All emails to members are required to be posted via the BCC option.

Members are requested to adhere to club policy and privacy rules on the safekeeping of the club directory when they receive it.

At the time of collecting their data, Benvenuto clearly informs members about:

- The contact details of the Membership Secretary for any subsequent queries or requests.
- That Benvenuto is legally justified in processing their personal data and will use it to record their membership for administrative purposes of the club including legal obligations, for contacting them in relation to club activities and events and for recording attendance and participation in club life.
- Only data provided on the enrolment form is used by Benvenuto directly. The Benvenuto magazines, website, fb and forums offer the possibility to members to share their own photographs and comments on club activities. The Editor can also use this material in preparing the publications, both in electronic and future printing form.
- Personal data is kept for at least 10 years.
- Personal data of members who have consented is sent to the printing service and appears in the membership directory which is distributed to all members.
- That their basic rights in the field of data protection are respected including the right to lodge a complaint with the President and the right to withdraw consent at any time.

The information is provided in writing or by electronic means in English and Italian, in a concise, transparent, intelligible and easily accessible way, in clear and plain language and free of charge.

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Legal grounds for processing data

When can personal data be processed?

Benvenuto will only process personal data in the following circumstances:

- When consent is given by the member via her signature on the enrolment form;
- Benvenuto is an association and as such it has a legal obligation to keep an updated list of paid up members (Libro dei Soci);
 - to demonstrate the club is active and there are current members (soci);
 - to know who can take part in club events and activities;
 - who is entitled to vote at the General Assembly;
 - how many members there are in any given moment and what is the quorum.
- Benvenuto has a legitimate interest in processing personal data in so far as it would be unable to carry out most if not all of the club activities without the contact details of its members, nor adhere to the club statute, and policies & practices. This is explained fully during enrolment and with her signature the member accepts/agrees that her fundamental rights and freedoms aren't seriously impacted. The member has the faculty of restricting the use of her data by the club. She can request that her details are not printed in the membership directory and she can withhold consent on the use of her image on fb, the club website or in club publications.

What does 'grounds of legitimate interest' mean?

See above.

When is consent valid?

When consent is required to process personal data, for that consent to be valid the following conditions must be met:

- it must be freely given;
- it must be informed;
- it must be given for a specific purpose;
- all the reasons for the processing must be clearly stated;
- it is explicit and given via a positive act (member signature on enrolment/privacy form);
- it uses clear and plain language and is clearly visible;
- it is possible to withdraw consent and that fact is explained.

For consent to be freely given the individual must have a free choice and must be able to refuse or withdraw consent without being at a disadvantage. Personal data of Visitors has been minimized and it is a pre-condition for entry to the coffee morning to allow the visitor to benefit from visitor privileges.

For consent to be informed, the individual must receive at least the following information:

- the identity of the organisation processing data;
- the purposes for which the data is being processed;
- the type of data that will be processed;
- the possibility to withdraw the given consent (for example, an unsubscribe link at the end of an email)

Personal data may only be processed for the purposes for which consent was given.

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Does consent given before 25 May 2018 continue to be valid once the GDPR starts to apply on 25 May 2018?

Benvenuto has checked and ascertained that the consent given before the GDPR meets the conditions set out in the GDPR. It believes that the consent provided by every Benvenuto member prior to the General Data Protection Regulation (GDPR) is in line with the conditions of the GDPR, so there is not any need to ask again for the individual's consent.

Obligations

Data controller and data processor.

Benvenuto, in determining 'why' and 'how' the personal data should be processed, is the data controller.

The data processor processes personal data only on behalf of the controller. The data processor can be a third party external to the company. The duties of the processor towards the controller must be specified in a contract or another legal act. For example, the contract must indicate what happens to the personal data once the contract is terminated.

Third party involvement in processing data belonging to Benvenuto, on behalf of the club.

Subsequent to the GDPR and currently there is only one instance of this:

- External printing services: An ESI file of members' data is sent/taken to a printing shop for the purpose of printing the annual Membership Directory.

Benvenuto ensures that the contract between itself and the processor includes the following elements:

- the processing takes place only on documented instructions from the controller;
- the processor is committed to appropriate statutory obligations of confidentiality.

Data Protection Officer (DPO)?

Benvenuto does not need to appoint a DPO because its core activities involve processing of sensitive data on a small scale and there is no systematic monitoring of individuals.

How can Benvenuto demonstrate that it is compliant with the GDPR?

The principle of accountability is a cornerstone of the General Data Protection Regulation (GDPR).

In line with the GDPR guidelines, Benvenuto is responsible for complying with all data protection principles and is also responsible for demonstrating compliance. It is not required to have certification.

The club undertook a thorough review of its policies and practices regarding the treatment of personal data in July 2018 resulting in a revised and updated procedure which is attached.