

Ipswich RIPPLE CIC ROLES & Data Access as of September 20

Data collection category = Legitimate Interest; Data is Non-sensitive & only relates to the CIC Membership.

Role	Current Incumbent Initials	Where is data collected from?	Data access - what & purpose	Data retention period (if applicable)	Safeguard for transfer of data (if applicable)
Computer software maintenance and development	JF	All electronic data formats - as detailed under other roles. Also paper order & stock management records to update computerised formats. Sets up personal order details for new members on request.  Doodle poll data/ actual session helpers	All - As we use a computer-based system for storing, updating and managing subscriptions for memberships, queries, prices for items, sessional till data, helpers for sessions (including how many sessions helped at), meeting minutes, personal emails to Ripple, the role holder (with the exception of RB where it is just website information) requires access to all data held - refer to Privacy Statement.  Doodle/ historical helper data - to ensure accuracy of helper credits recorded as they affect discount applicable to each member. Historical data upto 18 months assists with any queries over discount 'earned'.	Various - refer to Privacy Statement  Various  Refer to Privacy Statement	Password encryption of till laptops. Own contact no. on usb stick. USB stick on person for transportation or locked in cash tin during session.  Password protected file/ laptops at Tower St.
Price updating (Till and paper)	JF				
Updates helper credits	JF (checked EP as rota organiser)				
Website management	JF/ RB?				
SUMA Ordering	TB	Till notes, personal order forms, emails, website	Details relating to stock ordering and stock sales to gauge replenishing. All personal order requests.	Refer to Privacy Statement.	Downloaded data deleted after uploading /installing to the google drive/till data
Updating sessional data to till on the web		Sales/notes/membership details from current session	All till data from most recent session - uploads to Till on the web to allow for computer-generated receipts.	2-weeks until replaced by updated data	Password protected file/ laptops at Tower St.
Stocktake / stock-date control	SG / JF	Stock lists, hand-completed	Only of products, none of a personal nature.	N/A	N/A

		stock-sheets			
Publicity and Comms  Including What's App Group	JF, RB, EP & S  Any paid-up member, on request.	Facebook, Ripple website  WhatsApp	Website - as above. Facebook: No membership details - only details of 'posts' by public/members  Only freely-given data on requests made for shared stock/ member comments on stock items ordered	Publicly 'posted' information retention as specified by Facebook.  Member-only group 'posted' information retention as specified by WhatsApp.	N/A
Tenant Liaison with Tower Street	JA	Ripple Email/Meetings/Personal request at sessions. Liaison with Building Management Committee.	Only that given with explicit consent regarding building issues. No personal data of individual members is required.	N/A	N/A
Organising the rota & Ripple mail checks/ forwarding queries	EP	Till notes/ membership records	'Paid up' email address/ phone no. list (see Privacy Statment) - To send emails to all members requesting help at Ripple trading sessions. Sent bcc so email addresses not visible to others.  Individual email addresses - for queries or forwarding mail; Information on key-collecting - email address visible to all addressed to for ease of information flow (those involved in the session).  Checking helper credits spreadsheet is up to date - Refer to description above - checks records are accurate prior to deleting from Doodle poll.  Administer doodle poll: Remove expired data /names - Doodle poll accessible to all members signing up to help run trading sessions.	Email address/ phone no. is for full, current members & those within 6 months of expired membership.  As above  Doodle data is only retained until the session has passed.	Downloaded data deleted after uploading /installing to the google drive/till data for following session.
Co-ordinating SUMA deliveries	JB	Suma delivery notes Personal Order Lists	Emails/ Order details - to check stock received & to set aside/label received personal orders by person.	Upto point of orders arriving	N/A
Health and safety Committee	JA/FL & LB	Queries made by members	Only anything freely given relating to H&S queries. Requires access to Ripple email & email contacts	Duration determined by issue resolution	N/A

			lists to deal with queries & issues.	time	
Company Secretary	DP (registered Secretary at Companies Ho)	Legally requires access to all.	Could be all as determined by legal obligation to carry out the role as required by Company Law.	Various - determined by task	N/A
Treasurer	CW	Email & contacts list, Till data. Bank account/accounts / invoices/ personal order history/ sales data/member-suppliers data.	Uses email addresses of other members if: <ul style="list-style-type: none"> <li>• Notice the car passes are not being returned or</li> <li>• there is a note on the till saying paying by BACS &amp; can't be found via bank</li> <li>• Other financial inconsistencies on the till e.g lost orders etc</li> <li>• Otherwise, communicates via Rota person, or by poster at trading sessions <ul style="list-style-type: none"> <li>- These will be all people we have a current legitimate business interest with.</li> </ul> </li> </ul>	Various - determined by task  Accounts data stored in line with legal requirements under UK law.	N/A
Company Accounts	CM	Bank account/accounts / invoices/ sales data/ member-suppliers data.	Data from bank statements, invoices, and petty cash records, or other payment records held by the Treasurer. Does not identify individual members except occasionally where (i) a BACS payment has the payer's name attached to it (ii) we are paying a member who is also a supplier or (iii) a member is reimbursed for money laid out on Ripple's behalf. <ul style="list-style-type: none"> <li>- To compile an annual financial summary of the Company's activities, as required by law.</li> </ul>	Accounts data stored in line with legal requirements under UK law.	N/A
Membership	TW	Tills history/notes/ sessions - as divulged by individual (data subject)	Membership data spreadsheet (including membership no., name, email, (postal address for most existing members), phone no., membership payment dates); Ripple Email account (members email addresses); google documents; information from trading session notes regarding membership queries; new member details; membership payments at sessions & payment history	For duration of paid-up membership, plus upto an additional 6 months - to confirm if data subject wishes for contact details to remain.	Downloaded data deleted after uploading /installing to the google drive/till data for following session.

			To update payments made for membership after each session, to communicate to new members; to answer membership queries; to inform members where membership payments are overdue & remove membership details on request; to assist other role holders. To	Email address are retained on Google contacts for full members & those within 6 months of expired membership.	
Meetings Arranger	FL	Meeting notes/ agenda requests/ emails for apologies	Communicates via Rota person, or by poster at trading sessions. Information collected is that which is freely given at/before/after meetings, is organised and disseminated to all Members.	N/A	N/A
<b>All helpers with till access for trading, (therefore all active members additional to the above).</b>	All members opting to assist with trading sessions	Pre-loaded Tills	All can access stock & personal orda data relating to current session & history of till notes & sales for queries.  Names are linked to membership no.'s for search, unless specific requests are made to the Computer Developer to remove this from available data.	Refer to Privacy statement	N/A

**Directors Registered on Companies House (as of March 2020): Access to Company accounts as required by Company Law.**

John Borthwick

Allan Crampton

Margaret Regnault

Helen Milne