

**Minutes of a Council Meeting of the
NATIONAL ASSOCIATION OF BOAT OWNERS
Held at Tamworth Cruising Club at 10.45am
on Sunday 23rd June 2019**

Present Mark Tizard, Helen Hutt, Peter Fellows, Mike Rodd, Ken Hylins, David Fletcher.
: Visitor member Sue Merritt.

1. **APOLOGIES:**, Stella Ridgway, Phil Goulding, Alison Tuck

2. **MINUTES OF LAST MEETING**

- a. The Minutes were approved from 27th April.
- b. Arising, We have not made progress on or policy document review. To be carried forward. Appointment of vice chair. No action to report and considered unlikely until the AGM. There has been no membership feedback on visitor moorings. Perhaps too early in the season.
- c. No other matters arising not on the agenda

3. **POLICY DISCUSSIONS: Matters requiring agreement and action from this meeting:**

a. **Update on meetings with regional directors.**

Stella has had discussions with Daniel. Mike will meet with Richard Thomas in July.

b. **Boating season**

We have been picking up CRT's use of the term boating season. Helen had written to them to protest and received a nonsense reply. When challenged they sent a better reply but is just waffle. The effect of this is issues such as CRT endorsing fishermen using VMs outside the boating season. We continue to keep plugging away at this and write to them every time we see this term used.

c. **Wide beams on narrow canals.**

We have received the legal advice and it confirms that CRT cannot be blamed if a widebeam causes personal damage to another boater on a narrow canal. This is a matter for insurance. This month has seen an event when a barge boat was transferred from Crick to Braunston to be craned in, and then take passage up the N Oxford to a marina. It was well known at the show that this was to happen but CRT were so asleep that it had all happened before they acted. Now they are not sure that they can stop it anyway as the access agreement with the marina is not specific on the issue. As usual it is left for normal boaters to complain about w/bs on narrow canals, as CRT deny any issue without events. There is another incident with a very large vessel trying to make passage from Warwick to the Thames. One bridge has had to have the bridge hole widened to get it through.

d. **GDPR review.**

Council reviewed a written review of the progress and issues on GDPR> The report is appended. The action plan approved is

- Continue with initiatives to complete agreement by membership
- Write to life members and share the data we hold (as per renewals)
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- Carry out a risk assessment and impact assessment on data loss, and address actions from it.
- Consider in Council whether we have enough expertise on this issue.

Action is with David. Target time is 6 months with reporting at Council.

4. Reports on Key issues

a. Share the space

We are tracking the issue of a cyclist who allegedly fell off on a mooring pin and is suing boater over the arrangement of pin. We have the legal advice to hand and this confirmed that the cyclist must take account of the likelihood of boating and other user activities, and not proceed with care. The boater must also take precautions to mark pins. There has been a case in court in London concerning a cyclist that hit a pedestrian who stepped in the road in front whilst on the phone. The judge found joint responsibility. It is reported that Sustrans are very worried about speeding cyclists on towpaths, because they are implicitly encouraging performance riding and could be jointly liable in the event of a court case. It was noted that electric bicycles are not allowed on towpaths as they are powered. Overall CRT are in denial and most important thing is to keep reporting near misses and accidents.

b. Water shortages - impending restrictions

There has been heavy rain for the last three weeks, and many reservoirs will be filling up. It is too soon for the next reservoir notice. There are restrictions still in place in the Midlands and here and the K&A are dependent on back pumping.

c. Boater survey

The latest survey figures have just been published. The headline is that boater satisfaction has gone down by 13%. CRT are waffling but they can expect nothing less with repeatedly removing facilities and then favouring other users to the detriment of navigation. It is reported that CRT are considering their winter moorings package. There are thinking of a simple one price per foot, with many less on offer, with the target of encouraging more to go into marinas. Our observations are that uptake was poor last year. We have no figures.

d. Thames issues

At a recent NNUF EA turned up with an almost completely new team with a major announcement. They are now working on a five-year plan to manage the waterways and the assumption is that the CRT adoption is off for this period. The flood division has taken over and put in a new top team. There are working on a plan that involves much more commercialisation, were events such as Henley have to make a significant contribution. New legislation is promised. Council welcomed this news. It was noted that mooring discipline on the Thames is very poor and probably a bigger issue than CRT waters.

e. BSS

The only meeting was an AC in June. The new BSS manager Kevin Tyson is in place and finding his feet. The main issue in the meeting was that of Trusted Messenger for the examiners. The examiners do not like it as responsibilities are not clear to them and they are fearful of being sued.

TC is busy with the routine review of all ECPs in preparation for the next round of examiner training due to start at the year end.

The implementation of the CO alarm requirement goes well with only 9% of boats failing.

f. NAG

David attended a meeting at in June and reported separately. In London CRT are to start a campaign to persuade boaters not to moor on water points and lock landings. This will involve 2 warnings and then the threat of removal of the boat. Being generous, it could be an education issue with new to the canal renters not knowing what they are doing, but there will also be hard to crack cases. Do you make a boater homeless because the boat is persistently left on a water point?

On vegetation, CRT are now using updated mowing schedules with Fountains. There are several specifications for example cut to edge, cut 0.5m either side of towpath. They are displayed on maps by colour code and available on mobile phone devices. Search for an app called Explorer for ArcGIS, install, and then search for CRT for the maps.

CRT has about 500 kms of soft towpath bank repairs to do in the future. They are wanting to standardise on repair methods as regions have been doing their own thing with mixed outcomes and some early failure. The preferred method is use of geotextile sheet with pockets for wooden stakes, backfilled with dredgings or coir bundles depending on environmental needs. The repairs need time to grow in, and a generally not suitable as visitor moorings. They will be asking for boater's input shortly. 500kms of towpath to be done in coming years, and getting this right is big money issue.

g. Recruitment

Linda French of Ownashare had our material on Crick stand. Also 12 letters were sent to affiliates to try and recruit some more. We have no resulting application as the post has not yet been done this month.

Ken continues to leaflet boaters as he travels around.

5. Finance

Helen reported that the annual accounts are in draft and with the accountant for review. These were available for Council. Council expressed their appreciation for the excellent work done in a timely manner.

As reported last time, it looks as though we will have a small excess of income over expenditure at year end, 31 March.

Balances on 28 April are:

Barclays Community	1153.47
Barclays Deposit	5114.62
PayPal	343.85
Redwood Deposit	15,202.50
Expenses	100.00
TOTAL	21,914.44

Our insurance is now due. The renewal premium is £635. There is no proposal to change providers. Council approved the payment.

6. Web

The new ISP is running well and there have been no issues on uptime. The email services are also running well with all mail configurations done at basic settings. There were no email rejections on the bulletin distribution last month, first ever, so a step change in performance. We can now begin to think about taking advantage of improve email delivery.

All relations with Heart are now severed, and a refund was obtained for the early termination.

The web site is running on the latest software in all categories and backups have been done. The membership software has been updated since last report and there are no issues. The bulletin sending software has been updated, to a major new version. This has been used for the May distribution, but needs more study going forward and how we handle distribution lists.

All personal email accounts and forwarding has been set up and are working. Email histories are restored. There was a breach of protocol in May when a small number of Council@ emails, were sent to a third party. This was due to a configuration error by me. This was corrected when identified.

7. Nabo News

This is the first pass at the list.

BSSAC - Alison

Book review Peter

EA changes Mike

Wide beams and legal Helen

Cyclist issues and legal Mark

Boat survey Peter

NAG David

Stella report

Boating season' correspondence with CRT Helen

A.O.B

Council considered the issue of Sunday meeting and lack of trains. This to be further considered in light of Stella's availability who favoured Sunday.

Meeting concluded at 3.00pm.

Next Meeting is scheduled for Sunday 1st September by telephone conference.

National Association of Boat Owners

Review of GDPR regulations June 2019

Introduction

The 'GDPR' was introduced in May 2019, following the Data Protection Act 2018.

We concluded at this time that the regulations do apply to ourselves as we hold information about people for a 'business or other non-household purpose'. The law applies to any 'processing of personal data', and therefore covers organisations, whatever their size. Personal data means information about a particular living individual. This might be anyone, including a customer, client, employee, partner, member, supporter, business contact, public official or member of the public. It doesn't need to be 'private' information – even information which is public knowledge or is about someone's professional life can be personal data. Almost anything we do with data counts as processing; including collecting, recording, storing, using, analysing, combining, disclosing or deleting it.

We must regularly review our processing and, where necessary, update our documentation and our privacy information for individuals. We must review and update our accountability measures at appropriate intervals.

Current position

We operate on the grounds of consent by members. We have a policy in place and I am not considering amendment at this time. This has not been objected too by any members. Circa 87% of members have agreed, and we are following up those that have not at membership renewal (Circa 50). We have system in place for recording agreement separately to terms and conditions and privacy policy. There have been no incidents of data loss or disclosure. I have been through the ICO check lists and there is a need to consolidate the work that we already do.

The main items are

- Continue with initiatives to complete agreement by membership
- Write to life members and share the data we hold (as per renewals)
- Document the responsibilities of officers and approve in Council
- Document the data that we hold, including the archives. Say why we keep these and address actions from.
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- Consider in Council whether we have enough expertise on this issue.

Review on GDPR regulations requirements

I have worked through the compliance checklists on the ICO web site and this below is a commentary on the outcome.

Lawfulness

- We have identified an appropriate lawful basis (or bases) for our processing. This is by consent of members. No one has objected. **Where members have not consented, we have to decide what we should do.**

- We are not processing special category data or criminal offence data.
- We don't do anything generally unlawful with personal data.

Fairness

- We have considered how the processing may affect the individuals concerned and can justify any adverse impact. We do not hold bank details or dates of birth on line
- We only handle people's data in ways they would reasonably expect. We have said that we will not share the data and we must not.
- We do not deceive or mislead people when we collect their personal data. We have a policy in place.

Transparency

- We are open and honest, and comply with the transparency obligations of the right to be informed. Members have access to their data, on line or through annual renewals. We should consider what to do about Life members, who we do not write to annually.

Our purpose or purposes for processing.

- We have documented those purposes in our privacy policy information for individuals.
- If we plan to use personal data for a new purpose, we must check that this is compatible with our original purpose or we get specific consent for the new purpose. There is nothing new planned at this time.

Data minimisation

- We only collect personal data we actually need for our specified purposes.
- We have sufficient personal data to properly fulfil those purposes.
- We need to periodically review the data we hold, and delete anything we don't need.
- We have extensive membership archives. These are held on membership team PCs. Do we need these and what are the risks?

Accuracy

- We ensure the accuracy of any personal data we create by checking new applications and reviewing data annually on renewal.
- We need to write a simple procedure on how we check the accuracy of the data we collect, and we record the source of that data.
- We need to write a simple procedure on how to identify when we need to keep the data updated to properly fulfil our purpose.
- If we need to keep a record of a mistake, we clearly identify it as a mistake. We don't keep records of mistakes. We correct them and note this in the subscription notes if appropriate.
- We do not hold membership records that are matters of opinion.
- We comply with the individual's right to rectification and adopt any challenges to the accuracy of the personal data. We have no reason to do otherwise.
- We keep a record of any challenges to the accuracy of the personal data. We do have these records for changes made by Admin, but they are only administrative so that we

can backcheck changes we make. If a member makes a change on line, there is no record kept of the change.

Storage limitation

- We have considered and can justify how long we keep personal data. **Web data bases are amended when members resign or do not renew. Long term records of membership are retained at present as part of backups. It would be very hard/impossible to delete an individual's records from these backups without destroying all the Association records. The software industry has not addressed this issue. We need to identify any personal data that we need to keep for archiving, historical research, or statistical purposes. We need to specify the process to comply with individuals' requests for erasure under 'the right to be forgotten'.**
- We have a policy with standard retention periods where possible, in line with documented obligations. We promise to delete in the next tax year. In practice this takes place earlier. Archives are problem
- We regularly review our information and erase personal data when we no longer need it.

Accountability and governance

- We take responsibility for complying with the GDPR, at the highest management level and throughout our organisation. This item is discussed at Council
- We keep evidence of the steps we take to comply with the GDPR. We have correspondence records, and records of bulletins.
- We put in place appropriate organisational measures, such as:
 - implementing data protection policies. We have a policy and we are implementing
 - taking a 'data protection by design and default' approach. We use specialist third party software of our records, and keep this up to date.
 - We have no organisation that processes personal data on our behalf;
- We maintain documentation of our processing activities;
- We implementing appropriate security measures through our internet service provider, including Capthcha, HTTPS, password protection. **We should consider loss of data through theft of David and Helen's personal computers ;**
- We have not had any personal data breaches;
- **We should carry out out data protection impact assessments for uses of personal data that are likely to result in high risk to individuals' interests;**
- **We need to appoint data protection officer (where necessary); and**
- We adhere to best practice from ICO site, software suppliers and ISP.
- We review and update our accountability measures at appropriate intervals.

DSF

16/6/19