Tandem Club Information Asset Register

Asset number	Name of asset	What does it do	Location	Owner	Personal data	Access	Shared	Format	Retention	Risks / impact	Key asset
1	Tandem Club (TC) website account data base	This is the list of individual log-in details, used to access secure areas of the TC website	This is held on the TC's virtual server, provided by 1&1	TC Webmaster in Chief	Yes, includes name, postal addresses, e-mail addresses, phone numbers	This is only accessible to 4 TC officers / administrators:- Webmaster in Chief, Co-ordinator of the Tandem Club Web Group, What's On Administrator and Publicity Officer.	The data base is not accessible to any other 3rd parties.	The data base is held on a virtual server, with secure password and secure SSI access. It is not shared.	The data base holds 'live' information relating to individual's log in details. Information relating to former users is moved to an archive section.	The risk of unauthorised access to this data base is considered to be very low, due to the password control.	Yes
2	Tandem Club (TC) membership data base	This is the list of all members of the tandem club	This is held on the TC's virtual server, provided by 1&1	TC Webmaster in Chief	Yes, includes members name, gender, postal addresses, e-mail addresses, phone numbers and Date of Birth (where this is provided) (all taken from membership application or membership renewal forms)	This is accessible on a read/write basis to several TC officers / administrators:- Webmaster in Chief, Co-ordinator of the Tandem Club Web Group, What's On administrator, Publicity Officer, Membership Officer, Membership Renewals Officer and TCJ Editors. This is available to TC Regional Officers (approx 40 individuals) on a read-only basis. The ROs can download the data base if they need to do so. ROs hold their downloaded copies on password protected personal computers (e.g. in excel), as e-mail address lists and as paper records.	Relevant, minimal information is shared with the Tandem Club Journal (TCJ) mailing house, by the TCJ editors, for the purpose of mailing the TCJ to members. The information is not shared with any other 3rd parties.	The membership database is shared with the TCJ mailing house as a .csv file and renewals forms as .pdf files. These are replaced every two months, ready for the next issue of the TCJ. The TCJ editor shares the member's number, name and address to form the TCJ mailing list. The TCJ editor holds (as a separate file) a short mailing list (bulk mailing) of advertisers and recipients who receive more than one copy of the TCJ.	The data base holds 'live' information relating to current members. Information relating to former members is moved to an archive section.	The risk of unauthorised access to this data base is considered to be very low, due to the password control. All officers, including ROs and administrators, are to be reminded (by 28 May 2018) to store information securely (whether in electronic or paper format) and to guard against sharing members e-mails addresses by careful use of the 'bcc' facility on group e-mails.	Yes
3	Tandem Club (TC) event booking data base	This is the list of members who have registered for a tandem club event, e.g. National rally	This is held on the TC's virtual server, provided by 1&1	TC Webmaster in Chief	Yes, includes members name, gender, postal addresses, e-mail addresses, vehicle reg & phone numbers (and dates of birth if provided) (all taken from event booking forms)	This is accessible to a limited number of TC officers / administrators via a log in and password:- Webmaster in Chief, Co-ordinator of the Tandem Club Web Group, What's On Administrator, Publicity Officer, Touring Secretary and the event organiser.	The data base is not accessible to any other 3rd parties. Some parts of the information are shared by the event organiser e.g. with the camp site.	The data base is held on a virtual server, with secure password and secure SSI access. It is not shared.	The data base holds 'live' information relating to current events. Information relating to previous events is moved to an archive section.	The risk of unauthorised access to this data base is considered to be very low, due to the password control. Information about former events will continue to be held on the archive section of the secure data base.	Yes
4	Financial records	This is a list of the Club's payment records for all membership payments, events payments, For Sale advert payments etc.	This is held on the TC's virtual server, provided by 1&1	TC Webmaster in Chief	Yes, this lists includes names, addresses, telephone numbers, and e-mail addresses. This does NOT include members bank account details used to make payments to the club as the club uses a recognised online secure payment system.	This is accessible via login and password, to the club treasurers, the Webmaster in Chief, the What's On Administrator and the Renewals Secretary	The data base is not accessible to any other 3rd parties.	The data base is held on a virtual server, with secure password and secure SSI access. It is not shared.	The data base holds 'live' information. Information relating to former users is moved to an archive section.	The risk of unauthorised access to this data base is considered to be very low, due to the password control.	Yes
5	Treasurer's files	This is a list of payments made by members (for membership and club events) and by others (e.g. Advertisers) and a list of payments made by the club (e.g. Room hire. Members expenses).	Microsoft money	TC Treasurer	Yes, this lists includes names, addresses, telephone numbers, and e-mail addresses. This does NOT include members bank account details used to make payments to the club as the club uses a recognised online secure payment system.	This is accessible via login and password, to the club treasurers	An extract of this information is shared with the club accountants when preparing the club accounts	The information is shared via Microsoft money with the accountants	The data base holds 'live' information relating payments made and received. Information is retained in accordance with good accounting practice.	The risk of unauthorised access to this data base is considered to be very low, due to the password control.	Yes

Prepared by Tandem Club Secretary, April 2018
Further information from secretary@tandem-club.org.uk

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