

COUNCIL OF NORTHERN CAVING CLUBS

British Caving Association

Agenda for Committee Meeting 30th June 2018, Hellifield Village Institute, 9:30am

- (1) Apologies for absence
- (2) Acceptance of minutes from the January Committee meeting (these have already been through the one-month review process before making public on the website).
- (3) Any matters arising or updates on action items from the January Committee meeting?

Reminder of action items from January meeting:

Individual(s)	Action item
Matt E.	Issue October meeting minutes as final. DONE
Matt E./Tim A.	Announce our opt-out from the Langcliffe Estate agreement and to provide guidance to cavers accessing the caves on this land. DONE via Facebook, Descent, UK Caving, CNCC news page and newsletter.
Matt E.	Contact Tony Harrison to thank him on behalf of CNCC for the opportunity to benefit from the Natural England funding. DONE
Pete B.	Investigation whether the above funding is subject to corporation tax. ONGOING
Gary D./Geoff W.	Implement testing of the online cave booking system. ONGOING – Further update and suggested way forward for wider testing of the system is anticipated in Access Officer/Webmaster reports.
Andrew H./all Officers	Source information on Northern Pennine caves for Geo Park initiative. DONE thanks to Tony Harrison and John Dale (Moldywarps Speleo Group) for their work to compile a summary of the major Northern Pennine caves.
Matt E./Maz H.	Verify whether the training grant is being reduced to a maximum of £150/day, as this could impact the costs of future CNCC courses. ONGOING
Peter H.	Put together a guidance document on data protection requirements. DONE, and scheduled for discussion at this meeting.
Alan J.	Follow up on getting details of Scottish caves to add to CNCC website (names, grid references, access details as a minimum). NO INFORMATION
Matt E.	Contact BCA Y&D group to offer CNCC support/encouragement. DONE
Matt E.	Write to QMC to invite to next Committee meeting to discuss their concerns and access requirements. DONE and scheduled for discussion at this meeting.

Additionally, selected action items from the AGM, on which the Committee should be updated:

Individual(s)	Action item
Matt E.	Contact all full member clubs who have been inactive for at least four years to see if they still wish to remain full members. Meanwhile seek to encourage more clubs to get involved to replace them. Update anticipated for October meeting.
Matt E, Pete B, Andrew H.	Investigate possible ways to make Natural England a CNCC member. ONGOING (maybe warrants some informal discussion at this meeting?)
Tim A. and others	Work to implement CRow changes to website agreed at this meeting. PARTIALLY COMPLETE, update anticipated in Access Officer report

(4) Reports (will be made available approx one week before meeting)

- a. Chairman's report – Andrew Hinde
- b. Secretary's report – Matt Ewles
- c. Treasurer's report – Pete Bann
- d. Conservation Officer's report – Kay Easton
- e. Training Officer's report – Maz Holloway
- f. Access Officer's report – Tim Allen
- g. Other reports (optional): Webmaster/BCA rep/E&T rep/anchor coordinator
- h. Meets secretary and Online Booking System administrator reports (optional)

(5) Confirmation of co-opted positions and representatives

This agenda item is a discussion and vote on whether to endorse the continuation of each of these co-opted positions within the CNCC. Nobody has indicated any desire to step away from their role.

Ingleborough/Aygill permits – Geoff Whittaker

Online Booking System Administrator – Geoff Whittaker

Leck Permits – Andrew Farrow

Casterton Permits – Hannah Walker @

Stump Cross/ Robinson's/Birks Fell/Fairy Holes Permits – Ric Halliwell

Excalibur Permits – Matt Ewles

Bowland Permits – Tony Brown

Webmaster – Gary Douthwaite

Representative to the BCA – Currently vacant but Tim Allen has volunteered to take this on

Representative to the BCA E&T and Anchor Coordinator – Simon Wilson

@ Hannah may not be available October 2018-March 2019. This may require some consideration at the meeting (more information will be available by that time).

(6) Relationship between CNCC and Instructed Caving Community

For the January Committee meeting, a discussion was scheduled about the future relationship between the CNCC and the instructed caving community. This discussion was deferred until we could have someone at the meeting to represent the instructed caving community.

The CNCC Secretary has contacted Phil Baker from the BCA QMC to open a dialogue.

The QMC were positive about the opportunity to have these discussions. Two representatives (Graham Derbyshire from the QMC Northern Panel, and Dave Hollingham from the Association of Heads of Outdoor Education Centres, AHOEC) will be joining us for this meeting.

Please come to this meeting with ideas for how the CNCC and instructed caving community might be able to work together to benefit caving and cavers in our region. Should the CNCC work on behalf of instructed caving and if so how and in what capacity?

(7) Data protection and the CNCC: Our own actions and our advice to others

At the January Committee meeting, Peter Hambly (NPC) kindly volunteered to put together an information document for us to make available for clubs regarding data protection/GDPR. Peter has supplied an excellent informative document that pulls together key information and advice from various sources and helps provide some guidance on its application to caving clubs (with examples). This has been uploaded as a supplementary document to the CNCC website meetings page.

Please review this and come to this meeting able to provide thoughts/feedback and any changes you feel necessary before this is made available as an official CNCC resource on our website. We would like to make this available and promote it as soon as possible after the meeting.

Secondly, we need to consider what action the CNCC needs to take to comply with GDPR.

Much of the way we operate is already to a very high standard of data protection, including the level of data we hold, the way we use it (for CNCC business only), and the security of how we store it (on a secure server with restricted access). However, we do not have a data protection policy.

It is suggested that we issue a data protection policy (see **Appendix 1** for draft document). This defines 'legitimate interest' as our reason for holding data and is written in a way to cover all CNCC activities, for example, conservation volunteer mailing lists (which need to be transitioned onto the CNCC servers) and the online cave booking system. This is intended to be pragmatic and realistic.

Please review this draft document and provide feedback at the meeting.

This data protection policy should be actively consented to when (A) new clubs apply for membership, or (B) when anyone registers for any of our systems e.g. for the online cave booking system or as a conservation volunteer, or (C) whenever anyone submits anything to the CNCC via one of our webforms (e.g. cave description/topo error, loose anchor report, conservation issue report etc) which involves them submitting data to us. It is not considered necessary to seek regular reconsent unless there is a significant change in the way we process or use the data.

It would be good to get this data protection policy finalised at this meeting to allow it to be introduced before the online cave booking system trial is extended further (something that Tim will discuss more in his report). Building this into the online booking system from the start is important, before we move towards wider testing.

(8) The future of Stories in Stone (SIS) Cave Conservation Project N5

The problem:

Natural England is a partner in the N5 project who provide travel expenses to CNCC conservation volunteers, i.e. £6000 over 4 years. NE senior management have recently announced that their staff and volunteers are not permitted to work underground. They have also made it very difficult to allow “working at height” above a cave shaft.

A suggested solution (by Andrew Hinde, SIS N5 Project Officer, April 2018):

1. Remove NE cash support for volunteers from the N5 project. Invite Ingleborough NNR to reimburse SIS with the outstanding cash contribution. This would leave CNCC as the sole partner in this very successful project. The project continues with CNCC safety protocols in place rather than NE (who no longer have an interest in N5).
2. Remove Andrew Hinde as project officer for N5 and appoint a project officer from the CNCC. All N5 activities will be risk-assessed by the CNCC to the normal industry standards.
3. Andrew Hinde to continue to support the new project officer and assist on surface projects with transport and equipment.

Method:

SIS will close the existing CNCC joint project with NE and Andrew Hinde will submit a final claim to Heritage Lottery Fund. SIS will then open a new project for cave conservation with CNCC as the sole partner/provider and reallocate the remaining funds from the previous N5 project. CNCC continues to provide volunteer labour as “in kind contribution” on pro rata amount of the remaining original offer. This new project should be completed in 18 months.

Kay Easton has volunteered to take on the role as the CNCC project officer. However, as liability for the new project would fall upon the CNCC, Committee consideration as to whether to proceed with this course of action, with Kay as the project officer, is required.

(9) Date and time of next meeting

Committee meeting Saturday 13th October 2018, Hellifield Village Institute, 9:30am

(10) Any other business?

Appendix 1: Draft CNCC Data Protection Policy June 2018 (for review/comments)

The CNCC takes the security and privacy of personal data that we hold very seriously. We aspire to operate to the guidance set out by the Data Protection Act, the General Data Protection Regulations, and the Privacy and Electronic Communications Regulations.

The CNCC holds the names and contact details for its member (or representatives of its members). The CNCC also maintains contact details of individuals who have registered for specific projects, mailing lists, or online resources that we operate.

This data is supplied upon application for membership or registration for the project or online resource and will be the minimum data necessary for the CNCC to undertake the business that would be reasonably expected. On this basis, our processing of data is within the definition of 'legitimate interest'.

Personal data can be updated at any time by contacting the CNCC Secretary.

Membership data is used solely for the purposes of contacting members in relation to CNCC business. This includes providing information regarding meetings or engaging with members on other matters of relevance to northern caving or their membership. Data for those who have signed up to specific projects or online resources will be used solely for communication and administration to allow reasonably expected functions of that project/resource to be enacted.

All CNCC data is stored in database-format as part of the restricted and password protected administration section of the CNCC website. Access to this data is strictly limited to those serving in an Officer role and selected co-opted Officers who have a legitimate need for access to fulfil any reasonable functions that would be expected of them.

Data will never be made available to anyone else (unless there is a legal obligation).

The CNCC website is hosted in the United Kingdom, and the website has a SSL certificate.

Consent to store this data will be sought from all new members/users/registrants. Consent to continue to hold data on a 'legitimate interest' basis is not sought on a recurring basis but will be sought if the usage of the data changes such that it would no longer be considered as 'legitimate interest'. In these situations, consent to continue to hold data will not be presumed.

At any time, consent to hold your data may be withdrawn by emailing the CNCC Secretary who will act upon this in a timely manner.