

Proposed update to Sonning Deanery Branch Rules & Policies – 2025

1 Introduction

The Branch rules were fundamentally revised in 2006 and have had several minor changes since then last updated at the AGM.

The Branch Data Protection Policy (and supporting documents) were adopted at the 2019 AGM and have not been changed since then.

At the 2025 AGM it is proposed to make modifications to bring these documents up to date with how the Branch now operates. In particular:

- The current rules do not mention that the Branch has a Data Protection Officer or how he/she is elected/appointed.
- Several details of the Branch's operation have changed since 2006.
- The current Data Protection Policy refers to the use of autonomous email lists run on the Guild server but they have been replaced by mailing services linked to the membership database provided for the Guild by MemberMojo Ltd.

The proposed changes are listed below, and the effect of the changes is shown in draft revised versions of the two documents.

Note that the Branch rules are supplementary to the Guild rules for branches. Branches are empowered to create rules for how they conduct their affairs, providing they do not conflict with the basic Guild rules for how a branch must operate.

2 Proposed changes to Branch Rules:

Section	Change	Reason
4 (6)	Change 'Training Co-ordinator' to 'Training Officer'	The title of the role was changed in 2006
5 (para 1) 6 (para 1)	Change 'fourteen' to '14'	Consistent style to with other references in the document
5 (para 1)	Change 'in writing' to 'by email or in writing'	Email is now the norm (as recognised by the following paragraph). It is sensible to retain the option to notify in writing if appropriate.
5 (para 1) 6 (para 1)	Change 'the business to be transacted at the meeting' to 'draft agenda'	Simpler and more explicit. Including 'draft' allows for the addition of any late arising items before the meeting.
5 (para 1)	Add 'All meeting papers shall be posted on the Branch website before the meeting'	This is now the norm, rather than handing out papers at the meeting.

Proposed changes to the list of items that don't require a rule change:

Bullet	Change	Reason
Bullet 1	Delete 'Minutes Secretary'	The post is not used.
New bullet	Add: 'Roles to be appointed by the officers and reported to the AGM are: Data Protection Officer'	These roles are normally (but not always) held by one of the other officers

3 Proposed changes to Data Protection Policy:

Section	Change	Reason
4-3 (d)	Replace 'The members mailing list hides' with 'Mailing services used by the Branch (provided by the Guild's MemberMojo system) hide'	Reflects the Guild's change of mailing system.
4-3 (f)	Add 'Information about you is securely held on the Guild's membership database and is only accessible by you (to check it is correct) and by authorised Guild officers who manage the system'	Reflects our use of the Guild's membership system.
5-2	Replace 'We will share some of your personal data with' with 'Your personal data is held in the membership database of'	Reflects our use of the Guild's membership system.
6-2	Delete 'Every year we will review your personal data and whether we need to retain it, based on the annual return from your tower correspondent.' and replace 'this opportunity' with 'your ability to access your data on the Guild's membership system'	Reflects our use of the Guild's membership system.
7-3	Delete reference to 'Postmaster' and tidy up wording	The role is redundant with mailing run from the Guild's membership system.
8-1	Delete '** not yet created **'	It has been.
9	Update approval date	When changes are approved

4 Other documents related to data protection

Two other documents were published with the Data Protection Policy:

- *Data Status* – This is referenced from the Policy but does not need any changes to reflect the current situation.
- *Legitimate Interest Assessment* – This is not referenced by the Policy. It explains the concepts of legitimate interest, necessity and balance of interests, and describes what members would reasonably expect the Branch (and Guild) to do. It includes a section on protective measures that duplicates what is in the Policy (the 5 bullets in Section 4-3), so to re-issue it the same changes should be made. However, since the Policy doesn't refer to it we could leave it as a record of the rationale for adopting the policy (in 2019).