MBC terms and conditions of membership

General

In keeping with our purpose of reducing unnecessary stress, we do not want to burden members with extensive terms and conditions of their membership of MBC. That said, as we continue to grow the community, and in order to help us more effectively manage the community and our finances, it is helpful to set out some basic terms and conditions.

Membership of MBC is on an organisational (as opposed to individual) basis. Membership can also be for part of an organisation only, such as the legal function.

Members are expected to adhere to our statement of values, which is available here.

Membership year and renewal

Our membership year runs from 1 September through to 31 August in each year. Current membership rates are made known to new members as part of the joining process and any changes to those rates will be notified to members at least 30 days prior to the renewal of membership in September each year.

Members joining during a membership year will be charged for that year on a pro rata basis.

Invoices for membership fees are payable within 30 days of receipt. Invoices for the renewal of membership will be issued on or shortly after 1 September in each year. If you do not wish to renew your membership then please inform us in writing as soon as you are able and in any event within 30 days of receipt of the renewal invoice, failing which you will be taken to have agreed to continue your membership for that membership year.

Member benefits

Membership entitles all employees and partners of your organisation to access to the members area of our website and the recourses available there as well as to attend all MBC events save for those notified as being for certain groups only (such as our key contacts or "MBC Leads" in member organisations). We reserve the right to charge for additional support from time to time on an exceptional basis, but this will always be notified to you in advance and prior to any commitment on your part. A fuller statement of the benefits of membership is available on the public side of the website under Resources.

Use of logos and Intellectual Property

Members grant to us a non-exclusive, non-transferable, limited licence to use the Member's trademarks, logos, written materials and any other intellectual property solely for the purpose of promoting our work and the involvement of the Member therein.

All intellectual property provided by a Member remains the sole and exclusive property of the Member. We acknowledge that we have no claim or ownership over such intellectual property but, as part of the above licence, Members grant us

a non-exclusive, non-transferable right to share, make available, incorporate or otherwise distribute intellectual property provided by them to other MBC members.

Members are welcome and encouraged to use the MBC logos which are available in the members' area of the website to demonstrate and promote their involvement with MBC. All branding and resources provided by MBC remain the sole and exclusive property of MBC. Members acknowledge that they have no claim or ownership over such intellectual property

Personal data

Personal data is processed in accordance with the attached Data Protection policy.

Governing law

These terms and Condition shall be governed by, and construed in accordance with, the laws of England and Wales and all disputes or claims arising out of or relating to them shall be subject to the exclusive jurisdiction of the English and Welsh Courts to which the parties irrevocably submit.

Data Protection policy

Definitions

Organisation	means the Mindful Business Charter, a charitable incorporated organisation registered in the UK with charity number 1193631.
DPA	means the Data Protection Act 2018 which implements the EU's General Data Protection Regulation.
Responsible Person	means Richard Martin.
Register of Systems	means a register of all systems or contexts in which personal data is processed by the Organisation.

1. Data protection principles

The Organisation is committed to processing data in accordance with its responsibilities under the DPA.

DPA requires that personal data shall be:

1.1 processed lawfully, fairly and in a transparent manner in relation to individuals;

1.2 collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;

1.3 adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

1.4 accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

1.5 kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the DPA in order to safeguard the rights and freedoms of individuals; and

1.6 processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures."

2. General provisions

2.1 This policy applies to all personal data processed by the Organisation.
2.2 The Responsible Person shall take responsibility for the Organisation's ongoing compliance with this policy.
2.3 This policy shall be reviewed at least annually.
2.4 The Organisation shall register with the Information Commissioner's Office as an organisation that processes personal data.

3. Lawful, fair and transparent processing

3.1 To ensure its processing of data is lawful, fair and transparent, the Organisation shall maintain a Register of Systems.
3.2 The Register of Systems shall be reviewed at least annually.
3.3 Individuals have the right to access their personal data and any such requests made to the Organisation shall be dealt with in a timely manner.

4. Lawful purposes

4.1 All data processed by the Organisation must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests (see ICO guidance for more information).
4.2 The Organisation shall note the appropriate lawful basis in the Register of Systems.
4.3 Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
4.4 Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately in the Organisation's systems.

5. Data minimisation

5.1 The Organisation shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
5.2 The Organisation retains and processes personal data for the purposes of communication about its activities, registering individuals for events and processing membership fees and contact details.

6. Accuracy

6.1 The Organisation shall take reasonable steps to ensure personal data is accurate.
6.2 Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

7. Archiving / removal

7.1 To ensure that personal data is kept for no longer than necessary, the Organisation shall put in place an archiving policy for each area in which personal data is processed and review this process annually.

7.2 The archiving policy shall consider what data should/must be retained, for how long, and why. "C:\Users\CharlotteCle_iclqry6\Mindful Business Charter\Everyone - Documents\Toolkit\Wider public interest discussion notes 110924.docx"

8. Security

8.1 The Organisation shall ensure that personal data is stored securely using modern software that is kept-up to date.

8.2 Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.

8.3 When personal data is deleted this should be done safely such that the data is irrecoverable.

8.4 Appropriate back-up and disaster recovery solutions shall be in place.

9. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Organisation shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO (more information on the ICO website).