GDPR Policy for sheepCRM administrators

Purpose of sheepCRM

The TR Register Car Club uses sheepCRM as its online membership portal allowing club members to join, renew and update their membership details directly online. Members can also book and pay for events, seminars. SheepCRM collects and processes members personal data (Data). This Data is collected and processed in accordance with the TR Register Car Club GDPR policy which is available on the club's website: https://www.tr-register.co.uk/gdpr-policy

Purpose of this policy

TR Register Car Club employees and certain volunteers require access to sheepCRM in order to provide services and benefits to members, as per the club's GDPR policy. This specific GDPR policy defines the conditions under which those employee and volunteer administrators (Users) are granted access to sheep CRM and the requirements to process that Data.

Conditions of access to Data within sheepCRM

1) All Users requiring access to Data within sheepCRM must have a legitimate reason to do so as defined in the clubs GDPR policy.

2) It is a condition of access to sheepCRM that those Users have read, understood and will abide by both the club's GDPR policy and this GDPR Policy for sheepCRM administrators.

Use of Data within sheepCRM

SheepCRM is an online tool which contains live Data for all members. It is therefore the most accurate and up to date source of Data for processing. It is best practice to use the online data directly within sheepCRM and not to download or share this Data.

Downloading Data from sheepCRM

In order to provide services and benefits to members, it may be necessary to download segments of Data into a spreadsheet, Mailchimp, email client or other similar software. Such downloading of Data should kept to the minimum necessary to provide the service or benefit to the members. It is best practice that the Data be stored in a secure location with password protection and kept for the minimum time necessary to provide the service or benefit. It should be deleted as soon as practicable after the delivery of the service or benefit. If in the future another service or benefit requires Data, then it is best practice make a new download to obtain the most accurate and up to date Data. Do not rely on old, out of date Data.

Sharing of downloaded Data

If it is necessary to share downloaded Data with another employee or volunteer who has, in the opinion of the User, a legitimate reason to process such Data in order to provide a service or benefit to members, then the User who downloaded the Data is held legally responsible for that Data under the clubs GDPR policy and this GDPR policy for sheepCRM users. The User must ensure that the person that they are sharing the Data with has read, understood and will abide by the Club's GDPR policy and will follow the above best practice to maintain Data security. In addition, if the User needs to share Data in a spreadsheet via email, then the spreadsheet needs to be password protected to protect members' data.

Issue Control

Issue 1 – published on the club's website on 6 May 2025

Issue 2 – added sentence on data sharing via email and the need to password protect spreadsheets