

Andante Owners' Club Agreement and Share Certificate

Once signed by the vendor, the purchaser and by an Executive Officer on behalf of the Owners' Club, this Agreement constitutes a Certificate of Share Ownership until such time as the share, or indeed the entire boat, is resold or the agreement is terminated.

This document to be read in conjunction with the Club's Constitution, Privacy Policy, Code of Practice, Time Allocation Scheme, Management and any other Documentation.

VENDOR. I confirm that:

Ordinary Share number has been sold to the purchaser named below.

Signed (Vendor). Print name

PURCHASER. I confirm that:

1. I have read and understand the proposed Club Constitution, Code of Practice, Time Allocation Scheme documents and agree to abide by their provisions, including any amendments or additional documents democratically adopted in the future.

2. I have read, understand and accept the club's Privacy Policy (attached) and consent to the sharing of contact details as prescribed.

3. I have practical skills and experience (as indicated below) and I am willing to use them in contributing to the maintenance of the boat. Please tick all that apply:

Routine Servicing Exterior Paintwork Interior Woodwork Soft Furnishings Other(s) please specify:-

.....

4. I have appropriate administrative and/or management skills and I am prepared to contribute to the running of the owners' club.

Signed..... (Lead Member)

Print Name

Please ensure that you and any joint owners also sign the statements on page 4.

Signed on behalf of Owners' Club, acknowledging the purchaser named above as a member of the Owners' Club.

Name & position:-

Address of lead member (please print)

..... Postcode

Email

Please list name(s) and addresses of all other(s) with a financial interest in Andante:-

AOC Privacy Policy

N.B. As a recreational organisation, we are not required to register under GDPR.

The Chairperson will be responsible for ensuring that the club's privacy policy is complied with.

Your data that we process (collect, store and share), is specifically that required on the Club's Agreement/Share Certificate.

Those Certificates are stored electronically and in original hard copy by the Chairman and electronically by the Membership Secretary.

Other information that you provide informally, such as in emails on the forum or directly, is not processed by the organisation.

We are required to share your Names, addresses and contact information with:

1. Canal and River Trust
2. Andante's Insurers (currently 'A Plan')

These organisations will have their own privacy policy covering how they protect your information and can be contacted directly for details.

We also share the same information with other members, via the list stored on the OneDrive. This list can be edited directly by you in order to control the contact information others have access to and to keep it up to date.

General group communications will be via the members forum (Google group), namely andanteowners@googlegroups.com and in joining this forum you will have decided what level of information to provide. You can edit this information by logging into the group at <https://groups.google.com/andanteowners>.

Officers of the club, namely the Chairperson, Manager, Administrator, Treasurer, Secretary and Membership Secretary will need to have mechanisms to enable them to conveniently contact individuals and groups of members other than via the forum so will hold contact information in phone and email address books and/or in hard copy. All of these will be kept secure on their person or at their home addresses. Security measures in line with normal good practice (i.e. up to date virus and malware protection) must be maintained on computers used to store personal data.

Individual members may wish to store contact information provided voluntarily via the list on the OneDrive in their normal informal methods such as address books on electronic devices or hard copy. These are not governed or controlled by Andante Owners' Club.

Your right to view and remove personal data:

You will have a copy of the Agreement/Share Certificate you completed on joining and you have both access to and control of the information provided on the Members' Contact Details sheet on the OneDrive.

You have a right to remove/delete any of your personal data but you must realise that if you either invalidate your Share Certificate by doing so, or make your continued

membership of the owners' club impracticable, (e.g. by removing your contact details) then you must accept the obvious consequences.

In the first instance, please contact the Chairperson to discuss any concerns and/or requirements.

On leaving the club:

When a member sells his/her share, or if not a sole owner relinquishes a financial interest in a share, officers of the club will permanently remove/destroy all data pertaining to that member from their official club records.

Share no. Date

I have read, understand and agree to the provisions of Andante Owners' Club Privacy Policy as detailed above.

I will treat access to the Andante Owners Club folder on the OneDrive as strictly confidential and not to be shared with any non member.

Lead Owner:

Name..... Signed

Joint Owner(s):

Name..... Signed

Name..... Signed

Name..... Signed

Copies to Vendor / Purchaser / Membership Secretary