



## **Regional Officer(s) Roles and Responsibilities**

### **Regional Chair**

The Regional Chair leads The Institute of Roofing (IoR) membership across their defined region, and is responsible for the proper conduct, planning, organisation and delivery of the Regional meetings and events in concurrence with the Board and the IoR's Objects, as defined in the Constitution and Rules.

The Chair represents the Regional Officers at meetings and events both within the IoR and externally.

The Chair has the opportunity to influence the development of activity and relationships that ensure the IoR achieves its strategic objectives on behalf of its members in their defined region.

The Regional Chair ensures that the Regional meetings function effectively and is responsible for making sure meetings are conducted according to IoR requirements. The Chair is responsible for the preservation of order, proper presentation of motions and voting and the completion of the agenda and ensuring that all IoR members are allowed to fully participate in the meeting.

The Chair acts impartially to ensure that all ideas and opinions are given a fair hearing and that meetings are conducted courteously and efficiently. The Chair ensures that decisions and actions arising from the meeting are properly recorded.

The Chair is expected to ensure that the particular skills of Regional Members are used as effectively as possible on behalf of the IoR and its strategic objectives.

The Chair represents the Regional Members at the Regional Manager Meeting\* and at other IoR and external stakeholder events. The Chair represents the views of the Regional Members and ensures, to the best of their ability, that the Region is fully conversant with IoR policy and strategy.

The Chair acts as an influential liaison, link and conduit for information and activity between the Regional Members and other parties both within the IoR and externally. In this role as single point of contact the Chair may also attend other events to represent the views of the Members, and to increase the influence of the IoR.

\*Regional Manager Meetings are to be held at least twice per year and will be organised by the Chief Executive Officer (CEO).

### **Regional Vice Chair**

To assist the Regional Chair in achieving their defined roles and responsibilities.

To represent the IoR Region, as defined above, in the absence of the Regional Chair.

### **Regional Honorary Secretary**

The Regional Honorary Secretary shall organise and ensure that members are notified of all Regional activities. The Regional Secretary shall prepare minutes of all formal meetings of the Region and of the Regional Committee if one is elected.

### **Please Note:**

All Regional Officers must comply with and uphold the IoR Constitution and Rules.

Regional Officers agree to act in a manner that will not bring the IoR into disrepute.

## Term of Office and Elections

The Region shall elect a Chair, a Vice-Chair and Honorary Secretary each year. The Chair and Vice-Chair may be re-elected but shall not serve for more than two consecutive years without standing for re-election for the same office. There is no limit on the number of times an Honorary Secretary may be re-elected.

Committee members shall be re-elected at the Regional Annual General Meeting each year. Regional Committees may co-opt persons either to fill a vacancy or to serve for a particular purpose and shall meet as necessary to conduct the business and activities of the Region. All regional members are to be given the opportunity to express their interest in a post and stand for election.

In the event of two or more members wishing to put themselves forward, the Regional members will consider the applications, and run a vote at the Regional AGM to elect their preferred candidate(s).

A majority of the elected Officers and Committee members present at a Regional Committee meeting shall constitute a quorum, provided at least one Officer is present and a minimum of 10 members whom are eligible to vote. In the event of a tie, the Regional Chair, as well as his own vote, has a casting vote.

The Region's year for financial and reporting purposes shall commence on 1st September. The first General Meeting after 1st September shall be the Annual General Meeting of the Region.

Elections are to take place at the Regional AGM immediately preceding the National AGM.

## Application for Regional Office

To apply for a vacant position or to be considered for election as a Regional Official, candidates need to email a brief outline of why they would like to take up the role and their suitability for the position to [admin@instituteofroofing.org](mailto:admin@instituteofroofing.org)

## Defined Region

The area covered by each region shall be as decided, or subsequently agreed by the Board and is shown on the IoR website. A Board member will be nominated to represent the interest of and support for each region.

## IoR Data Protection Policy

The elected officers of the region must comply with the IoR Data Protection Policy and hold a valid certificate of training in Data Protection in the Workplace.

### 1. Introduction

The Institute of Roofing needs to collect and use certain types of information about the Individuals or Service Users who come into contact with The Institute of Roofing in order to carry on our work. This personal information will be collected and dealt with appropriately whether it is collected on paper, stored in a computer database, or recorded on other material and there are safeguards to ensure this under the Data Protection Act 1998.

### 2. Data Controller

The Institute of Roofing is the Data Controller under the Act, which means that it determines what purposes personal information held, will be used for. It is also responsible for notifying the Information Commissioner of the data it holds or is likely to hold, and the general purposes that this data will be used for.

### 3. Disclosure

The Institute of Roofing may share data with other agencies such Trade Organisations, Funding Bodies and internally with Regional Officers.

The Individual/Service User will be made aware in most circumstances how and with whom their information will be shared. There are circumstances where the law allows The Institute of Roofing to disclose data (including sensitive data) without the data subject's consent.

These are:

- Carrying out a legal duty or as authorised by the Secretary of State
- Protecting vital interests of a Individual/Service User or other person
- The Individual/Service User has already made the information public
- Conducting any legal proceedings, obtaining legal advice or defending any legal rights
- Monitoring for equal opportunities purposes – i.e. race, disability or religion

- Providing a confidential service where the Individual/Service User's consent cannot be obtained or where it is reasonable to proceed without consent: e.g. where we would wish to avoid forcing stressed or ill Individuals/Service Users to provide consent signatures.

The Institute of Roofing regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal.

The Institute of Roofing intends to ensure that personal information is treated lawfully and correctly.

To this end, The Institute of Roofing will adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998.

Specifically, the Principles require that personal information:

- Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met,
- Shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes,
- Shall be adequate, relevant and not excessive in relation to those purpose(s)
- Shall be accurate and, where necessary, kept up to date,
- Shall not be kept for longer than is necessary
- Shall be processed in accordance with the rights of data subjects under the Act,
- Shall be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information,
- Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of Individuals/Service Users in relation to the processing of personal information.

The Institute of Roofing will, through appropriate management and strict application of criteria and controls:

- Observe fully conditions regarding the fair collection and use of information
- Meet its legal obligations to specify the purposes for which information is used
- Collect and process appropriate information, and only to the extent that it is needed to fulfill its operational needs or to comply with any legal requirements
- Ensure the quality of information used
- Ensure that the rights of people about whom information is held, can be fully exercised under the Act. These include:
  - The right to be informed that processing is being undertaken,
  - The right of access to one's personal information
  - The right to prevent processing in certain circumstances and
  - The right to correct, rectify, block or erase information which is regarded as wrong information)
- Take appropriate technical and organisational security measures to safeguard personal information
- Ensure that personal information is not transferred abroad without suitable safeguards
- Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information
- Set out clear procedures for responding to requests for information

### 4. Data collection

Informed consent is when

- An Individual/Service User clearly understands why their information is needed, who it will be shared with, the possible consequences of them agreeing or refusing the proposed use of the data
- And then gives their consent.

The Institute of Roofing will ensure that data is collected within the boundaries defined in this policy. This applies to data that is collected in person, or by completing a form.

When collecting data, The Institute of Roofing will ensure that the Individual/Service User:

- Clearly understands why the information is needed
- Understands what it will be used for and what the consequences are should the Individual/Service User decide not to give consent to processing
- As far as reasonably possible, grants explicit consent, either written or verbal for data to be processed
- Is, as far as reasonably practicable, competent enough to give consent and has given so freely without any duress
- Has received sufficient information on why their data is needed and how it will be used

### 5. Data Storage

Information and records relating to service users will be stored securely and will only be accessible to authorised staff and volunteers.

Information will be stored for only as long as it is needed or required and will thereafter be disposed of appropriately.

It is The Institute of Roofing's responsibility to ensure all personal and company data is non-recoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party.

## 6. Data access and accuracy

All Individuals/Service Users have the right to access the information The Institute of Roofing holds about them. The Institute of Roofing will also take reasonable steps ensure that this information is kept up to date by asking data subjects whether there have been any changes.

In addition, The Institute of Roofing will ensure that:

- It has a Data Protection Officer with specific responsibility for ensuring compliance with Data Protection
- Everyone processing personal information understands that they are contractually responsible for following good data protection practice
- Everyone processing personal information is appropriately trained to do so
- Everyone processing personal information is appropriately supervised
- Anybody wanting to make enquiries about handling personal information knows what to do
- It deals promptly and courteously with any enquiries about handling personal information
- It describes clearly how it handles personal information
- It will regularly review and audit the ways it holds, manages and uses personal information
- It regularly assesses and evaluates its methods and performance in relation to handling personal information
- All staff are aware that a breach of the rules and procedures identified in this policy may lead to disciplinary action being taken against them

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998.

In case of any queries or questions in relation to this policy please contact The Institute of Roofing Data Protection Officer  
Stuart Hicks - stuarthicks@instituteofroofing.org

## Glossary of Terms

**Data Controller** – The person who (either alone or with others) decides what personal information (insert name of org) will hold and how it will be held or used.

**Data Protection Act 1998** – The UK legislation that provides a framework for responsible behaviour by those using personal information.

**Data Protection Officer** – The person(s) responsible for ensuring that (insert name of org) follows its data protection policy and complies with the Data Protection Act 1998.

**Individual/Service User** – The person whose personal information is being held or processed by (insert name of org)for example: a client, an employee, or supporter.

**Explicit Consent** – Is a freely given, specific and informed agreement by an Individual/Service User in the processing of personal information about her/him. Explicit consent is needed for processing sensitive data.

**Notification** – Notifying the Information Commissioner about the data processing activities of (insert name of org), as certain activities may be exempt from notification.

The link will take you to the ICO website [http://www.ico.gov.uk/for\\_organisations/data\\_protection/the\\_guide/exemptions.aspx](http://www.ico.gov.uk/for_organisations/data_protection/the_guide/exemptions.aspx)

**Information Commissioner** – The UK Information Commissioner responsible for implementing and overseeing the Data Protection Act 1998.

**Processing** – Means collecting, amending, handling, storing or disclosing personal information.

**Personal Information** – Information about living individuals that enables them to be identified – e.g. name and address. It does not apply to information about organisations, companies and agencies but applies to named persons, such as individual volunteers or employees within (GROUP).

**Sensitive Data – Refers to data about:**

- Racial or ethnic origin
- Political affiliations
- Religion or similar beliefs
- Trade union membership
- Physical or mental health
- Sexuality
- Criminal record or proceedings

## Declaration

I/We the undersigned agree to carry out the roles and responsibilities of elected Regional Office and the requirements of the Institute of Roofing Data Protection Policy, as outlined above:

**Region:**

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**Regional Chair**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Regional Vice Chair**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Regional Honorary Secretary**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_