



# Regulations

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## Contents

C3A code of ethics and practices .....	3
Relationship with C3A Branches .....	4
Honorary officers .....	5
C3A data protection .....	7
Changes to these regulations .....	9

## C3A code of ethics and practices

1. **Dignity & Respect** - The C3A shall recognize the inherent dignity and worth of every individual and treat everybody with honour and respect, even if in disagreement.
2. **Accountability** - The C3A shall be accountable to its members, government and others (i.e. stakeholders) affected by its actions, objectives, policies and Constitution and shall accept responsibility for the outcomes of its own actions.
3. **Transparency** - The C3A shall provide stakeholders timely, accurate and relevant information, in a comprehensive format and in sufficient detail.
4. **Effectiveness** - The C3A shall attain and actively manage a level of competence appropriate to responsibilities undertaken, and execute those responsibilities to high technical and ethical standards for maximum stakeholder benefit, and encourage others to do the same.
5. **Health & Safety** - The C3A shall be conscious of the physical and mental well-being of its beneficiaries and volunteers.
6. **Environmental Protection** - The C3A shall respect the environment and strive to minimize impact on the environment and encourage others to do the same.
7. **Legality** - The C3A shall be independent and self-governing, be transparent and truthful in its dealings with all stakeholders, shall respect and fulfil the requirements of the legal framework in which it operates (the C3A Constitution), avoid any conflicts of interest and be opposed to corruption, financial improprieties or other illegalities.

## Relationship with C3A Branches

The C3A Association is an umbrella group for the fully autonomous C3A branches and its committee members are elected annually by members of the C3A Branches.

Its role is to provide and support a legal framework that defines the fundamental principles under which the C3A operates, which are contained in the C3A Constitution, Aims & Guiding Principles, and the laws of Cyprus.

It offers help, guidance and advice to assist new C3A branches get started, promotes and expands C3A and encourages the exchange of information and ideas between Branches and members. It co-operates with other associations, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar purposes and to exchange information and advice with them.

Unless specifically requested by a C3A member to intervene on their behalf on a relevant matter, the C3A Association does not interfere in the day to day running of the C3A Branches or impose its will on how the Branches organise their groups, finances and other activities.

C3A Branches:

- May organise themselves, their finances and cheque signatories according to the wishes of their members and will be fully accountable to their members for the management of their finances.
- Will adhere to the C3A Constitution and its Guiding Principles and operate in a professional and business-like manner.
- Are responsible to their members for a proper independent audit of their accounts annually and a copy being sent to C3A Association for its AGM and inclusion in reports to the Cypriot authorities as requested.
- Are obliged to maintain an accurate and secure electronic database of their members in accordance with the eight data protection principles of the Data Protection Law (page 7).
- Shall supply the C3A Association with a list of members and other information only when this is requested by the Cypriot authorities.

The C3A Association undertakes that any personal information relating to C3A Branch members will be used solely in response to requests from the Cypriot authorities and will not be disclosed to any third party or used by the Association for any other purpose.

## Honorary officers

The honorary officers of the C3A Association (chairman, secretary and treasurer) shall have no executive powers to undertake significant activities on behalf of the Association without the majority consent of those present and voting at a C3A Association Committee meeting or C3A Association general meeting.

The principal tasks of the honorary officers and other members of the C3A Association Committee are:

- To manage the affairs of the C3A in line with the Cyprus Associations and Institutions Law N. 104(I)/2017, the Cyprus Third Age Constitution and the Aims & Guiding Principles.
- To offer help and advice to assist new C3A branches get started, promote and expand C3A and encourage the exchange of information and ideas between Branches and members.
- To cooperate with other associations, voluntary bodies and statutory authorities in furtherance of C3A Objects as defined in the Constitution.
- To advise the Cypriot authorities of the Honorary Officers elected at Annual General Meetings and provide other information that those authorities may request from time to time.
- To collect an annual capitation fee from C3A members necessary for the functioning of the Association.

## Roles

**The Honorary Chairman** - leads the Committee in the overall management of the Association. This includes:

- Presiding at Committee meetings and Annual General Meetings.
- Providing strategic leadership to the Cyprus Third Age.
- Ensuring, with other Committee members, that C3A complies with the relevant laws of Cyprus and the Constitution.
- Setting the Association's policy and objectives in conjunction with other Committee members.
- Ensuring that decisions of the Committee and decisions taken at General Meetings are actioned.
- Representing the C3A with external organisations.
- Encouraging the formation of new C3A Branches and help them to become established.
- Establishing sub-committees and working parties where necessary.
- Dealing with any complaints and grievances received from C3A members.

**The Honorary Secretary** - provides essential administrative support for the C3A Association.

- Liaises with the Hon. Chair and other Committee members on the agenda for Committee and other meetings and distributes together with any relevant papers and reports in good time for the meeting.
- Takes and distributes the minutes of Committee meetings to Committee members and incorporates any amendments that may be necessary.
- Organises the Annual General Meeting and takes and distributes the minutes.
- Ensures that all decisions taken at Committee and other meetings are correctly and fully recorded in the minutes.

- Maintains files of Committee meeting minutes and correspondence received.
- Books venues for Committee, General Meetings and any other meetings as required.
- Liaises with the Hon. Chair and other Committee members on courses of action arising from correspondence received.
- Supplies the relevant Cypriot authorities with details of Honorary Officers elected at Annual General Meetings and any other information that those authorities may require.
- Replies to general correspondence or, where appropriate, passes it to the appropriate Committee member to deal with.
- Arranges for the storage of approved minutes in the C3A electronic archive.
- Undertake other duties as may be required from time to time as agreed by the Committee.

**The Honorary Treasurer** - is the primary person who deals with all financial matters and records.

- Accurately records all income and expenditure of the Association.
- Holds and manages the petty cash account.
- Monitors the financial health of the Association.
- Prepares financial reports for Committee meetings.
- Ensures that all expenditure in excess of €50 (see below) is properly authorised by the Committee and that all income and expenditure is correctly recorded.
- Reimburses appropriate and relevant receipted expenditure of up to €50 (fifty euros) without Committee approval.
- Collects capitation fees.
- Assists in the preparation of an annual budget in conjunction with other Committee members and monitors expenditure against budget.
- Acts as the primary contact for the bank (currently the Co-operative Bank in Episkopi) and to deal with any queries regarding deposits and payments.
- Receives monthly bank statements and reconciles these using the treasurer's own records.
- Maintains a register of C3A assets and equipment valued at more than €50.
- Produces annual accounts showing detailed income and expenditure and a balance sheet for the financial year and makes the necessary arrangements for these to be audited by the independent auditor appointed at the Annual General Meeting.
- Prepares a consolidated set of accounts, comprising those of the Association and Branches, for presentation at the Annual General Meeting.

## C3A data protection

The Data Protection Act obliges everyone to process personal data according to the law. Its aim is to balance the rights of individuals concerning how their information is processed with the legitimate needs of organisations to use that information.

As a not-for-profit organisation the C3A is exempted from registering on the conditions that:

1. The processing of personal data is limited to:
  - a. Establishing or maintaining membership.
  - b. Providing or administering activities for the membership.
2. Information concerning current and prospective members.
3. The data held must be limited to that necessary to undertake the above. I.e. name, postal address, email address, telephone numbers, membership/renewal dates, identifiers.

### Obligations under the Act

Although the C3A does not need to register, it must still comply with the other requirements of the Act and remains subject to penalties if offences occur. Most importantly the processing should be in compliance with the Eight Data Protection Principles.

### The eight data protection principles

1. **Personal data shall be processed fairly and lawfully.**

There must be legitimate grounds for holding the data. It must not be used in any unlawful ways and only in ways that individuals would reasonably expect and the usage must not create any adverse effects for them. It is also important to make people aware of how the data will be used.
2. **Personal data shall be obtained for one or more specified and lawful purposes and shall not be further processed in any matter incompatible with that purpose or those purposes.**

In addition to following principle 1 above, you must ensure that any new usage or disclosure of the data for any purpose other than that originally specified is also fair.
3. **Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.**

You should hold the minimum amount of data required to fulfil your purpose.
4. **Personal data shall be accurate and where necessary kept up to date.**

This involves taking reasonable steps to ensure the accuracy of the data you collect.
5. **Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.**

The purpose that the data is going to be used for should be considered in determining how long it should be retained for. The length of time that personal data is kept should be reviewed. Any

information that is no longer required should be securely deleted. Information that goes out of date should also be updated, archived or securely deleted.

**6. Personal data shall be processed in accordance with the rights of data subjects under this Act.**

This covers an individual's rights to have a copy of the information held on them, to object to any processing that would cause them damage or distress, to prevent usage for direct marketing, to object to decisions being taken by automated means (without human intervention), to have inaccurate data corrected and destroyed and to claim compensation for damages caused by a breach of the Data Protection Act.

**7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction or damage to personal data.**

Consider the nature of the personal data that you hold and the harm that may result from a security breach when putting security arrangements into place. Both the physical and technical security arrangements must be fit for purpose and these should be backed up with robust policies and procedures. It should be clear who is responsible for safeguarding information security.

**8. Personal data 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 data subjects in relation to the processing of personal data.**

### **Recommendations/advice for C3A members**

- Do not pass contact details of a member to anyone without the express written consent of that member.
- Ensure the operating system on your computers/tablets/mobile phones are maintained with updates and patches provided by their suppliers.
- Install and maintain internet security software to minimise the risk of viruses and other forms of malware infecting your computer.
- When sending emails to multiple addressees use BCC (blind carbon copy) to protect the privacy of those email addresses and help prevent 'spamming'.
- Do not open email attachments from an unknown, suspicious, or untrustworthy source. If you're not familiar with the sender, do not open, download, or execute any files or email attachments.
- Do not open an email attachment unless you know what it is, even if it appears to come from a friend or someone you know. Some viruses replicate themselves and spread via email. Stay on the safe side and confirm that the attachment was sent from a trusted source before you open it.
- Do not open any email attachments if the subject line is questionable. If you feel that the attachment may be important to you, always save the file to your hard drive before you open it.

## **Changes to these regulations**

These regulations may only be changed by a majority vote by C3A members either attending or voting on-line at a C3A Association AGM or General Meeting.