
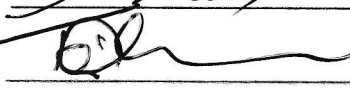





STANDARD OPERATING POLICY FOR GOOGLE DRIVE

Title: Storage and Use of Personal Information on Google Drive

Author: Robert Walker	Version/Date: Version 01.0 Dated 27 September 2025
Reviewed by: Mike Neal	Signed  Date <u>12/10/25</u>
Reviewed by: Tom Teichmann	Signed  Date _____
Approved by: Brian Jones Commodore Westerly Owners Association	
Signed  _____	Date <u>12/10/25</u>
Next Review Date: 26 September 2026	
This is a controlled document: Whilst this document may be printed, the electronic version posted on the intranet is the controlled copy. Any printed copies of this document are not controlled. As a controlled document, this document should not be saved onto local or network drives but should always be accessed from the intranet.	
Copyright: No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the author, except in the case of brief quotations embodied in critical reviews and certain other non-commercial uses permitted by copyright law. For permission requests, Email commodore@westerly-owners.co.uk	
Conditions of supply: This document is supplied by the Westerly Owners Association to its members and affiliated organisations. The document comprises information propriety to the Westerly Owners Association, and it is provided in good faith for general information purposes only. Whilst we make every effort to ensure the accuracy of the information herein, we make no representation of warranty of any kind, express or implied regarding the accuracy.	
For more information, visit https://westerly-owners.co.uk/	

1. 🎯 Purpose

To define procedures for securely storing, accessing, and managing personal information using Google Drive across the WOA National Association and its Area Groups, in compliance with data protection regulations.

2. 📁 Scope

This SOP applies to:

- WOA National Association
 - All WOA Area Groups
 - Officers, volunteers, and authorised personnel handling personal data
-

3. 📖 Definitions

- **Personal Information:** Data identifying individuals (e.g., names, addresses, emails, boat details, membership status)
 - **Secure Area:** A restricted-access Google Drive folder with encryption and audit controls
 - **Authorised User:** A person granted access by the Senior Information Asset Owner (SIAO) based on role and necessity
-

4. 📁 Google Drive Structure

4.1 National Association

- Folder: WOA_National_Secure
- Subfolders:
 - Membership
 - Events
 - Finance
 - Communications
 - Information Assurance

4.2 Area Groups

Each group maintains its own secure folder:

- Format: WOA_[AreaName]_Secure

- Subfolders:
 - Local_Members
 - Local_Events
 - Local_Communications
-

5. **Access Control**

- Access granted on a **need-to-know basis**
 - Permissions set to “Restricted”
 - Use **Google Groups** to manage access roles
 - Enable **2-Step Verification** for all authorised accounts
-

6. **Data Protection Measures**

- Label sensitive files with [CONFIDENTIAL]
 - Store personal data only in designated secure folders
 - Use Google Workspace Admin Console to enforce security policies
 - Encrypt sensitive documents before upload when feasible
-

7. **Data Handling Procedures**

7.1 Uploading

- Verify accuracy and relevance
- Use standardised templates
- Avoid duplication across folders

7.2 Sharing

- No public links for personal data
- Share only with specific authorised individuals
- Log all sharing photographs in a central audit sheet with permission to use

7.3 Editing

- Only authorised users may edit

- Maintain version history
 - Notify affected individuals of major changes
-

8. Data Retention and Disposal

- Retain data only as long as necessary
 - Conduct annual reviews and purges
 - Use “Move to Trash” and “Empty Trash” for secure deletion
-

9. Compliance and Auditing

- Annual audits of access and data integrity
 - Immediate reporting of data breaches to WOA SIAO
 - Ensure compliance with GDPR and other applicable laws
-

10. Contact and Support

For questions or issues:

- Contact: WOA SIAO
 - Email: [adminoffice@westerly-owners.co.uk]
-

ANNEX A TO
SOP STORAGE AND USE OF
PERSONAL INFORMATION ON
GOOGLE DRIVE
DATED 27 SEPTEMBER 2025

WOA Information Security Hierarchy

