

## WELLINGBOROUGH & DISTRICT U3A DATA PROTECTION POLICY

### INTRODUCTION

From 25<sup>th</sup> May 2018 new General Data Protection Regulations came into operation, building on the existing Data Protection Act.

We are committed to a policy of protecting the rights and privacy of members and acknowledge the importance of keeping members' personal information safe and secure at all times.

### TRANSPARENCY

We operate our U3A under a 'contract' basis and collect a limited amount of data to enable us to fulfil our obligations under that contract.

To carry out the work of our U3A we ask everyone to provide their contact details when they join. These details are maintained on the U3A's bespoke National Management System called Beacon. The **only** personal information held on this database is:

- Name
- Home address
- Telephone number(s)
- Email address
- Yes or No re eligibility for Gift Aid
- Yes or No to TAM (*Third Age Matters*, the National U3A magazine)
- ICE 'In Case of Emergency' contact details
- Membership Number.

Under the Data Protection Act the data we hold is defined as Standard Personal Data. The level of security must be good and proportionate to the data kept.

This information is needed for communication on general U3A and other related matters.

The names, telephone numbers and email addresses of members within our Interest Groups is permitted to be kept by the relevant Group Leaders, for risk and fire safety purposes, attendance recording, contacting members with information or changes.

Members are asked to provide the phone number of someone who can be contacted in the event of an accident or emergency, but this is optional.

Only those members who wish to receive issues of *Third Age Matters* will have their names and addresses passed on to The Third Age Trust, as the magazines are posted to members' homes.

Access to the full membership database is restricted to the Chairman, Website Co-ordinator and the Membership Secretary. It is our policy that no third parties will have access to our membership database.

## **TAKING CARE OF MEMBERS' DATA**

### **Database Administrator**

Our Database Administrator is the Website Co-ordinator, who controls the security and access to the Beacon database. All members have the right of access to their own record, also the ability to amend/update their own personal details. Members can also inform the Membership Secretary, Chairman or Website Co-ordinator directly to authorise any changes to their Personal Data.

### **Data storage**

In addition to the National Beacon database, the members' data is stored on a password protected external database and copies of members' application/renewal forms are held by the Membership Secretary in a locked location.

### **Control over access**

The Chairman, the Membership Secretary and the Website Co-ordinator are the only three Committee members authorised to send mass emails to all members and will not copy or email lists of personal details to anyone else. The Groups Co-ordinator has the authority to send a mass e-mail to all Group Leaders, who in turn have the authority to send e-mails to their Group Members.

All members must confirm, with a signature on their membership application/renewal form, that they have read this data protection policy and these forms are kept, in addition to the electronic database.

### **Lapsed Member Data**

Anyone ceasing to be a member of Wellingborough & District U3A will have their details permanently deleted from the database, and the hard copy of their membership form will be shredded. The Inland Revenue insists that Gift Aid lists are retained for seven years. This is complied with by our nominated Gift Aid Officer.

### **Group Leaders**

Group Leaders are permitted to keep contact details of members within their group(s) and they have individual access to that group on the Beacon database. These details are needed for safety reasons, record keeping and for contacting members, as previously stated. The details usually include the name, telephone number and email address of each group member. This is purely for the use of the leader, who will not share the information with other members of the group unless consent has been gained.

### **Sending personal emails**

When sending an email, all members should be aware that some people will not want their email address shared with other members. The sender should use the bcc facility which will conceal email addresses from other recipients.

### **Email addresses and telephone numbers on the U3A website and in the 'In-Touch' Newsletter.**

Personal email addresses will not be made available for the public to view. Committee Members' contact details and Group Leaders' telephone numbers are on the Wellingborough and District

U3A Newsletters, which are sent to members only. Further details can be found at [www.wellingboroughu3a.org.uk](http://www.wellingboroughu3a.org.uk)

### **Personal Information/photographs on our website**

Personal information i.e. home addresses, phone numbers and email addresses will not be made available for the public to view. The Committee can be contacted by members and non- members via the generic email addresses found on the website: [www.wellingboroughu3a.org.uk](http://www.wellingboroughu3a.org.uk)  
Photographs will be posted on the website only if individual members in the photo give their agreement.

### **Children and International protection**

The U3A constitution does not allow children or international membership.