

Lostwithiel U3A Data Protection Policy

Scope of the policy

This policy applies to the work of Lostwithiel U3A. The policy sets out the requirements that Lostwithiel U3A has to gather information for membership purposes. The policy details how personal information will be gathered, stored and managed in line with data protection principles and the General Data Protection Regulation. The policy is reviewed on an ongoing basis by Lostwithiel U3A committee members to ensure compliance. This policy should be read in conjunction with Lostwithiel U3A's Privacy Policy.

Why this policy exists

This data protection policy ensures Lostwithiel U3A:

- Complies with data protection law and follows good practice
- Protects the rights of members
- Is open about how it stores and processes members data
- Protects itself from the risks of a data breach

General guidelines for committee members and group contacts

The only people able to access data covered by this policy shall be those who need to communicate with, or provide a service, to Lostwithiel U3A members.

Lostwithiel U3A shall provide induction training to committee members and group contacts to help them understand their responsibilities when handling data.

Committee Members and group contacts shall keep all data secure, by taking sensible precautions and following the guidelines below.

- Strong passwords must be used and they should never be shared.
- Data should not be shared outside of the U3A unless with prior consent and/or for specific and agreed reasons. Examples would include Gift Aid information provided to HMRC or information provided to the distribution company for the Third Age Trust publications.
- Member information shall be refreshed periodically to ensure accuracy, via the membership renewal process or when policy is changed.
- Additional support will be requested from the Third Age Trust where uncertainties or incidents regarding data protection arise.

Data protection principles

The General Data Protection Regulation identifies key data protection principles:-

Principle 1 – Personal data shall be processed lawfully, fairly and in a transparent manner

Principle 2 – Personal data must be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.

Principle 3 – The collection of personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

Principle 4 – Personal data held should be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

Principle 5 – Personal data must be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;

Principle 6 – Personal data must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Lawful, fair and transparent data processing

Lostwithiel U3A requests personal information from members and potential members for administering their membership and for sending communications about their involvement with the U3A. The forms used to request personal information will contain a privacy statement informing potential members and members as to why the information is being requested and what the information will be used for. The lawful basis for obtaining member information is due to the contractual relationship that the U3A has with individual members.

In addition members will be asked to provide consent for specific processing purposes. U3A members will be informed as to who they need to contact should they wish for their data not to be used for specific purposes for which they have provided consent. Where these requests are received they will be acted upon promptly and the member will be informed as to when the action has been taken.

Processed for specified, explicit and legitimate purposes

Members will be informed as to how their information will be used and the Committee of Lostwithiel U3A will seek to ensure that member information is not used inappropriately.

Appropriate use of information provided by members will include:

- Communicating with members about Lostwithiel U3A events and activities
- Group contacts communicating with group members about specific group activities
- Sending members information about Third Age Trust events and activities
- Communicating with members about their membership and/or renewal of their membership
- Communicating with members about specific issues that may have arisen during the course of their membership

Members can select the manner in which they receive communications from Lostwithiel U3A namely via email, landline phone, mobile phone or post.

Consent will be sought in order to add members details to the direct mailing information for the Third Age Trust magazines – Third Age Matters and Sources

Lostwithiel U3A will ensure that group contacts are made aware of what would be considered appropriate and inappropriate communication. Inappropriate communication would include sending U3A members marketing and/or promotional materials from external service providers.

Lostwithiel U3A will ensure that members' information is managed in such a way as to not infringe an individual members rights which include:

- The right to be informed
- The right of access
- The right to rectification

- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object

Adequate, relevant and limited data processing

Members of Lostwithiel U3A will only be asked to provide information that is relevant for membership purposes. This will include:

- Name
- Postal address
- Email address
- Telephone number
- Name of Emergency Contact and that person's phone number
- Gift Aid entitlement (Not currently used by Lostwithiel U3A)

Where additional information may be required, such as health related information, this will be obtained with the consent of the member who will be informed as to why this information is required and the purpose that it will be used for.

Lostwithiel U3A members are requested to provide the name and telephone number of a person who may be contacted in the event of an emergency. This request is made on the basis of, a legitimate interest assessment which is included with this Data Protection Policy as Appendix A. Members will be made aware that the assessment has been completed.

Photographs

Where group photographs are being taken members will be asked to step out of shot if they do not wish to be in the photograph. Should a member wish at any time to have their photograph removed (or their face obscured) from a webpage they shall contact Lostwithiel U3A.

Accuracy of data and keeping data up-to-date

Lostwithiel U3A has a responsibility to ensure members' information is kept up to date. Members will be requested to advise the membership secretary if any of their personal information changes. In addition, on an annual basis, the membership renewal process will provide an opportunity for members to inform Lostwithiel U3A as to any changes in their personal information.

Accountability and governance

The U3A Committee are responsible for ensuring that the U3A remains compliant with data protection requirements and can evidence that it has.

Where consent is required for specific purposes then evidence of this consent (either electronic or paper) will be obtained and retained securely. The U3A Committee will ensure that new members joining the Committee receive an induction into the requirements of GDPR and the implications for their role.

Lostwithiel U3A will also ensure that group contacts are made aware of their responsibilities in relation to the data they hold and process. Committee Members shall also stay up to date with guidance and practice within the U3A movement and shall seek additional input from the Third Age Trust National Office should any uncertainties arise.

The Committee will review data protection and who has access to information on a regular basis as well as reviewing what data is held. When Committee Members and Group contacts relinquish their roles, they will be asked to either pass on data to those who need it and/or delete data.

Secure Processing

Lostwithiel Committee Members have a responsibility to ensure that data is both securely held and processed. This will include:

- Committee members using strong passwords
- Committee members not sharing passwords
- Restricting access of sharing member information to those on the Committee who need to communicate with members on a regular basis
- Using password protection on laptops and PCs that contain personal information
- Using password protection or secure cloud systems when sharing data between committee members and/or group contacts

Lostwithiel U3A uses services from the following 3rd party data processors:

- Microsoft
- Google

- JotForm
- Zoho
- MailChimp

The committee has verified that these companies have a commitment to GDPR compliance.

Subject Access Request

U3A members are entitled to request access to the information that is held by Lostwithiel U3A.

The request needs to be received in the form of a written request to the Membership Secretary of the U3A. On receipt of the request, the request will be formally acknowledged and dealt with expediently (the legislation requires that information should generally be provided within one month) days unless there are exceptional circumstances as to why the request cannot be granted. Lostwithiel U3A will provide a written response detailing all information held on the member. A record shall be kept of the date of the request and the date of the response.

Data Breach Notification

Were a data breach to occur action shall be taken to minimise the harm. This will include ensuring that all Lostwithiel Committee Members are made aware that a breach has taken place and how the breach occurred. The Committee shall then seek to rectify the cause of the breach as soon as possible to prevent any further breaches. The Chair of the U3A shall contact National Office within 24 hours of the breach occurring to notify of the breach. A discussion will take place between the Chair and National Office as to the seriousness of the breach, action to be taken and, where necessary, the Information Commissioner's Office would be notified. The Committee shall also contact the relevant U3A members to inform them of the data breach and actions taken to resolve the breach.

Where a U3A member feels that there has been a breach by the U3A, a committee member will ask the member to provide an outline of the breach. If the initial contact is by telephone, the committee member will ask the U3A member to follow this up with an email or a letter detailing their concern. The alleged breach will then be investigated by members of the committee who are not in any way implicated in the breach. Where the committee needs support or if the breach is serious they should notify National Office. The U3A member should also be informed that they can report their concerns to National Office if they don't feel satisfied with the response from the U3A. Breach matters will be subject to a full investigation, records will be kept and all those involved notified of the outcome.

Appendix A

Legitimate Interest Assessment – Emergency Contact

This legitimate interest assessment has been compiled in order to set out the reasons why Lostwithiel U3A requests that members provide the name of an emergency contact.

Purpose Test

The reason that Lostwithiel U3A requests emergency contact details for members is so that the committee and/or group contacts know who to contact in the event of an unexpected situation requiring urgent action. Lostwithiel U3A has a duty of care to its membership and in order to ensure your safety we need to be able to contact someone who can meet your welfare needs in the event of an incident/accident.

Lostwithiel U3A requests members to inform the person identified as your emergency contact that you have provided their details to the U3A. For certain events and trips we may need to provide these details to a third party. Lostwithiel U3A will always make you aware if emergency contact information is requested and the name of the person / organisation who has been given this information.

Necessity Test

The emergency contact information provided by members shall only be used in the event of a serious incident/accident. Lostwithiel U3A will use the information to contact someone who may need to collect the relevant member, support the relevant member or liaise, on behalf of the relevant member, with a third party provider such as a medical professional. Lostwithiel U3A only requests minimal information (name and telephone number) regarding members emergency contacts.

Balancing Test

The emergency contact data requested is minimal and limited to that which is required to make contact with the individual in question. Lostwithiel U3A relies on its members to provide emergency contact information and to make the individual aware that this information has been passed to the U3A and for what purposes it has been passed to the U3A.

Lostwithiel U3A will hold this information securely and it will only be accessed by those who need to see it. The information provided will only be used to contact the Emergency Contact where an incident or accident occurs that requires someone to take responsibility for the member in question. The data will not be processed for any other purposes.

Through compilation of this assessment Lostwithiel U3A considers that it has a legitimate interest to collect, hold and process emergency contact information. This document will be held by the Committee and communicated to the membership, as required. The assessment will be reviewed every 2 years in order to ensure that legitimate interest remains the most appropriate lawful basis for gathering this information.

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