

## LOSTWITHIEL AREA U3A

### Data Protection Agreement

We require you to sign this confidentiality and data security agreement which sets out what you will do with any personal data you use in in the course of your activities with us and on our behalf.

- 1) I agree at all times to respect the privacy and security of all the confidential and private data to which I have access within the course of my volunteer duties for Lostwithiel U3A.
- 2) I will use such data for the purposes of fulfilling my voluntary role within Lostwithiel U3A and for no other purpose whatsoever. I agree that I will take all reasonable care to ensure that I do not make any inadvertent or unauthorised disclosure of this data.
- 3) I will not allow any other person to use or to have access to my Beacon account. I will ensure my password is kept secure and secret from others.
- 4) I will not access the Beacon System via a public computer, e.g. in a public library.
- 5) I confirm I have taken steps to keep my computer free of viruses and other malware.

Name .....

Lostwithiel U3A Membership Number.....

Role (as Volunteer).....

Signed.....

Date.....

Please scan and return this form via email to The Secretary Lostwithiel U3A  
[secretary@lostwithielu3a.org.uk](mailto:secretary@lostwithielu3a.org.uk)