

# Ashingdon & Rochford U3A Data Protection Policy (GDPR)

Dear Member

On the 25<sup>th</sup> May 2018 the new General Data Protection Regulation (GDPR) came into force. This new legislation is to ensure all personal data is processed lawfully, fairly, and in a transparent manner. U3As are required to:-

- Inform members as to which lawful basis is being used to gather their information
- Inform members as to what their personal information will be used for
- Inform members as to how their information will be held
- Gain consent from members to communicate with them for different purposes i.e. general U3A information, specific group information

On an annual basis, on joining or renewing membership of our U3A, personal data is required for registration. However it is the member's right to ask for this information to be deleted at any time. **Also once any member leaves our U3A their personal data will be immediately deleted.**

## Photographs

Photographs are classified as personal data. Where group photographs are being taken, members should move out of shot if they do not wish to be included.

## PRIVACY STATEMENT

Ashingdon & Rochford U3A require each member to provide their personal information so that they can be kept informed about events and activities that are offered as part of their membership. In collecting this information Ashingdon & Rochford U3A will:

- Store it securely
- Use it to communicate with each member.
- When necessary share contact information with specific committee members and group leaders/conveners for purposes of communication.
- Send out general information about the Third Age Trust (the national organisation to which U3A's are affiliated).

**To receive a copy of the Third Age Matters and Sources this data is shared with the company who oversee the distribution of the Trust Magazines. Any member can request to be removed from this mailing list.**

**Members information is also passed to the company that produces membership cards.**

Carol Collins

Business Secretary, A&R U3A      08.09.2018