

# GDPR for B&G U3A Interest Group Co-ordinators

29 March 2019

# Content

- What is GDPR?
- What is our Privacy Policy?
- Quiz

# General Data Protection Regulation (GDPR)

- European regulation adopted by UK
  - In force since 25 May 2018
  - Will remain in force after Brexit
- Applies to any personal data
  - e.g. meeting attendance, email, purchases, health
- Processed by any organisation
- Held on any medium
  - e.g. computer, paper, verbal, photograph, ...

# Goal of GDPR

- Put individuals in control of their data
- Done via rights
  - What data is processed?
  - Why is it processed?
  - Who can access it?
  - How long until it is deleted?
  - Withdraw consent ...

# GDPR: What Do We Have To Do?

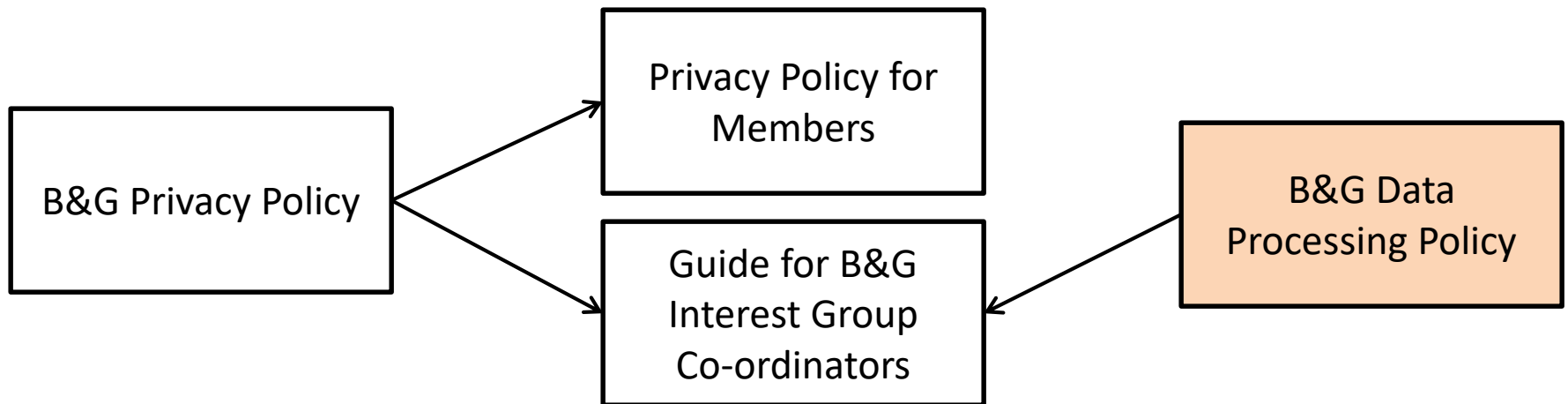
- Respect members' rights [see Privacy Policy]
  - Know what personal data we are processing
  - Only carry out permitted processing/sharing
  - Correct inaccuracies when discovered
  - Delete data when no longer required
  - Blind copy email when distributing information
- Take care, e.g. avoid misaddressing email
- Report breaches to the committee **urgently**
- Be secure – see next slide

# Security

- Avoid untrusted apps, take care with untrusted websites and links/attachments on email
- Use strong passwords: at least 8 upper/lower/numbers
- Run anti virus and software updates
- Mobile devices
  - Encrypt storage
  - Do not use public Wifi hotspots except when other security measures (e.g. VPN) are used

# B&G Privacy Policy

- Identifies the personal data we process
- Why we process it
- How long we hold it
- Who has access to it
- How people may access their rights



# B&G IGC - Personal Data Processed

- Members' contact details
- Members' emergency contact details
- Membership data
- Interest Group membership list and attendance data
- Record of payments
- Health conditions
- Skills/interests
- Family history data
- Photographs with identifiable people
- Non members in Travel Group
- IGC meeting minutes
- Contact details in other organisations



# The Quiz



# Question 1

- You wish to send an email to group members with details of the next group meeting. Is this permitted?

## Question 2

- A member of your group is ill during a meeting. You wish to inform their emergency contact. Is this permitted?

# Question 3

- You are co-ordinator of two groups. A member of one group asks if somebody is a member of the other group? Are you permitted to reply?

# Question 4

- You wish to share contact details (email, telephone, address) between members in your group. Is this permitted?

# Question 5

- You have discovered an excellent new hearing aid and wish to send details to your group members. Is this permitted?

# Question 6

- You have discovered an excellent new hearing aid and wish to send details to one of your group members who has become a friend. Is this permitted?

# Question 7

- You have had to change the arrangements for a group meeting at short notice. You have been unable to contact a member by phone and wish to use their emergency contact instead. Is this permitted?



# Question 8

- A member left your group two years ago. You feel certain the member will be interested in the next meeting wish to and send him/her the details. Is this permitted?

# Question 9

- A member of your group is ill. You wish to share his/her emergency contact details with other group members. Is this permitted?

# Question 10

- You have started a group called Train Spotting. You have taken a photograph of the Flying Scotsman. Are you permitted to publish this in the Newsletter?

# Question 11

- You wish to take a photograph of a group activity during a meeting. What prior checks are necessary?

# Question 12

- You are co-ordinator of two groups. You wish send details of the next meeting of each group to the combined membership in a single email. Is this permitted?