

BU3A data protection policy May 2018

1. BU3A will request annually explicit, written consent from members and anyone who requests membership to collect, retain and use personal information. The request for consent will state what information BU3A wishes to collect, retain and use. This will include:

- A member's name & title.
- Postal address.
- Telephone number/s.
- Email address
- Date of joining
- Gift aid information.

The request for consent will indicate the use for which consent is requested.

2 BU3A will include in the membership request/renewal form the statement “BU3A will store your personal data securely whilst you are a member and for about 1 year after your membership ceases”

3 BU3A will keep written consents for about 2 years and destroy them early in each year. Database manager may store the forms.

4 Records should be deleted from the database a) if a member informs BU3A in writing / e-mail that they resign their membership, b) in the event of a past member failing to pay their subscription for a specific year, towards the end of that year.

5 The database manager should prepare an encrypted copy of the database on portable media which will be stored separately from the device on which the data is normally used. This copy can be passed to another member of BU3A who needs or may need access.

6 Information from the database which can be identified with a specific member or members should not be passed from the database manager to any other person or organisation unless there is good reason to do so and that reason is recorded (e.g. in e-mail to whole committee or in minute book). Information passed as a digital file should be protected by a password. Each recipient should not retain such information when it has been used. Each recipient must adhere to the data protection policy of BU3A. Usually, a member who needs to process data included in the database will be able to use the BU3A laptop for this.

7 Members have rights to rectification, erasure, restriction, portability of data, to lodge a complaint with the Information Commissioner, to receive a copy of data held by BU3A & to object to storage & processing in relation to personal data held by BU3A. It is a condition of membership of BU3A that some personal data is held by BU3A on paper and digitally. Any member who has concerns about this data is invited to raise them with the database manager or with any other member of the committee.

8 Reports to committee by the database manager should include a report on data protection and be recorded with minutes.

9 A separate digital record of officers and members of the committee shall be stored indefinitely. This record shall include names & dates but no addresses or telephone numbers.

10 Each year, the committee will ask groups to report on what data, if any, concerning members is held.
