



DATA PROTECTION POLICY

We in Battle & District U3A have adopted '**contract**' as our lawful basis for processing membership data as recommended by the Third Age Trust. This policy and all policies are shared with the membership and reviewed by the Committee at meetings.

Information Gathering

For membership purposes we obtain:

- A member's name.
- Postal address.
- Telephone number(s).
- Email address.
- Gift aid information.

We inform members about the use of personal information and how it is held. Actions being taken in respect of data protection are communicated to the membership. Privacy statements are included on both the initial membership application and renewal membership forms.

The membership is made aware that the Committee has access to full member information and that Interest Group Leaders have access to partial information. This is reviewed by the Committee and information is kept up to date through membership forms and contact with the Membership Secretary. Members seeking to access their personal data contact the Membership Secretary. Committee members and Interest Group Leaders who relinquish their role undertake to delete all data records held.

Data for members who have left the u3a is retained in accordance with the requirements of HMRC, The Charity Commission and any other relevant authority.

Third Party Processors

The membership is informed, and consent is gained for necessary information to be shared with:

- Third Age Trust
- Beacon
- The distribution company for Third Age Matters

NB: Consent is obtained from members to confirm that they wish to take the magazine at the membership application stage. Members who no longer wish to receive the magazine notify the Membership Secretary.

Battle & District U3A ensures that third party processors are GDPR compliant.

Photographs

Battle & District U3A seek consent at the point when photographs are being taken. Members who don't want to appear are requested to move out of the shot. Photographs are used in the quarterly newsletter and on the U3A's notice board at monthly meetings.

Data security and emails

We in Battle & District U3A seek to ensure that:

- Committee members use strong passwords – the recommendation is that these are long (at least seven characters) and have a combination of upper- and lower-case letters, numbers and the special keyboard characters like the asterisk or currency symbols.
- Passwords are not shared
- Committee members do not write passwords where access can be gained.
- Information is not stored in a way that it can be shared.
- Email addresses and contact details are shared with members of Interest Groups who give their consent for the purposes of arrangements.
- Members avoid opening e-mail attachments from an unknown source.
- Firewall software protection is used for committee members PCs.
- Negative comments about u3a members or suppliers are not written down.
- The National Office is used for support if an issue arises such as a stolen laptop or any other data breach.

Privacy Statement

Members have the right of access to their personal data if requested. Members can request data to be rectified, deleted and/or restricted, as well as to withdraw consent at any time through contact with the Membership Secretary or Chair.

Diane Wilson

Chair

Date Adopted:

Review Date: