

Legitimate Interest Assessment – Emergency Contact Details

Category: Data Protection

1 Introduction

This legitimate interest assessment has been compiled in order to set out the reasons why Bishops Cleeve u3a requests emergency contact details from its members.

2 Purpose Test

The reason that Bishops Cleeve u3a requests member's emergency contact details is so that the committee and/or group leaders know who to contact in the event of an emergency. Bishops Cleeve u3a has a duty of care to its membership. In order to ensure their safety we need to be able to contact someone who can meet their welfare needs in the event of an incident/accident. Bishops Cleeve u3a asks its members to inform the person identified as their emergency contact that they have provided their details to the u3a. For certain events and trips we may need to provide these details to a third party. You will be made aware of who this emergency contact information will be shared with if it is to be shared outside of the u3a.

3 Necessity Test

The emergency contact information provided by members will only be used in the event of a serious incident/accident. The information will be used to contact someone who may need to collect, support or liaise, on behalf of the affected member, with a third party provider such as a medical professional. Bishops Cleeve u3a only requests minimal information regarding members' emergency contact which includes a name, telephone number and the details of their relationship to the member.

4 Balancing Test

The emergency contact data requested is minimal and is only that which is required to make contact with the individual in question. Bishops Cleeve u3a relies on its members to provide emergency contact information and to make the contact person aware that this information has been passed to the u3a and for what purposes. Bishops Cleeve u3a will hold this information securely and it will only be accessed by those who need to see it. The information provided will only be used to contact the member's emergency contact where an incident or accident occurs that requires someone to take responsibility for the member in question. The data will not be processed for any other purposes.

The reasons for collecting personal information are explained to potential members at the point of joining. A copy of Bishop Cleeve u3a's privacy statement is available on the website to all members who wish to have further details about how their information is used and who it is shared with.

Through compilation of this assessment Bishops Cleeve u3a considers that it has a legitimate interest to collect, hold and process emergency contact information. This document will be held by the Committee and communicated to the membership, as required. The assessment will be reviewed every 2 years in order to ensure that legitimate interest remains the most appropriate lawful basis for gathering this information.

Dated: February 2nd 2024

Review date: February 2026