

PD3

DATA PROTECTION POLICY

All personal data is held by the membership Secretary and will be treated with confidentiality and sensitivity and will be used for the benefit of the membership as a whole, including general administration such as sending out notices and newsletters. Data will also be available to the Management Committee, but will not be passed to non U3A related organisations.

Objective

This policy describes the current policy in the Bishops Stortford U3A for Data Protection in conformance with Third Age Trust "Advice Sheet 5 Data Protection" February 2011.

Policy

Aims of the Data Protection Act

The Data Protection Act obliges everybody to process personal data in accordance with the law. Its aim is to balance the rights of individuals with regard to how their information is processed with the legitimate need of organisations to use information.

U3As as not-for-profit organisations are exempt from registration provided that

- The processing of personal data is only for the following purposes
 - Establishing or maintaining membership
- Providing or administering activities for individuals who are members.

- The persons about whom the data is held are current or prospective members.
- The type of data held is only that necessary to undertake the purposes above e.g. names, addresses, telephone numbers, email addresses, identifiers.

Obligations under the Act

Even though U3As do not need to register, they must still comply with the other requirements of the Act and remain subject to penalties if offences occur. Most importantly the processing should be in compliance with the Eight Data Protection Principles. These determine how personal data should be processed in order to comply with the Act and give rights to individuals regarding this processing.

The Eight Data Protection Principles

- Personal data shall be processed fairly and lawfully.
- Personal data shall be obtained for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- Personal data shall be accurate and where necessary kept up to date.
- Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- Personal data shall be processed in accordance with the rights of data subjects under this Act.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction or damage to personal data.

- Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Our Commitment

We will, as far as we are able:

- i. ensure that the people whose information is held know what it is going to be used for;
 - we will put a statement on your membership form that the supplied data will be held and maintained on a computer for the purposes of correspondence/contact.
- ii. ensure that it is accurate and up to date;
 - we will make changes quickly to all copies.
- iii. ensure that it is deleted and destroyed if the person leaves;
- iv. ensure that it is distributed on a need to know basis;
 - we will limit the number of members holding the full database to the necessary minimum;
 - if there are other members who need contact details, these would normally be supplied by the member concerned;
 - if group leaders/co-ordinators require contact information, they will request it from their group members. Contact information may be shared within the group only to the extent approved by the individual members affected.
- v. hold data securely;
 - The database, and all copies, will be password protected, and we will avoid issuing hard copies where possible.
- vi. apply firm control over personal email addresses;
 - Large distribution lists will utilise blind (.bcc) addressing, although open email addressing may be utilised, as a matter of courtesy, within Interest Groups and other small group internal emails;
 - Members' email addresses will not be passed outside the U3A, either directly or by mail forwarding.
- vii. not disclose personal information, including email addresses, on the web site.