

## Bishop's Stortford U3A Policy Documents Review Rota

Policy Area	Relevant Policy	Trustee Responsible
Outing Guidance	4,,7,10,10b	Trips / Outings Manager (CS)
Group Guidance	5	Groups Manager (RH)
Finance, Insurance and Accidents	1,1a,2a,8,9,9a,10b,11,15	Treasurer, Chair. (JT,KH)
Grants	6,6a	Vice Chair
Data Protection, Safeguarding	3,3a,3a-1,3a-2,3b,14,17,18,19	Webmaster (AD)
Membership	2	Membership Secretary (KaH)
General	4,10a,12,13,16	Chair.(KH)

Document Number	Name	Review Date	Next Review
PD1	Constitution	March 2019	2022
PD1a	Standing Orders		2020
PD2	Membership Application Form	Aug 2018	Constant
PD2a	Gift Aid Form	2019	2020
PD3	Data Protection Policyv1.2	Aug 2018	Aug 2021
PD3a	Personal Data Access, Correction and Deletion.	Aug 2018	Aug 2021
PD3a-1	Appendix 1 PDACD	Aug 2018	Aug 2021
PDA3a-2	Appendix 2 PDACD	Aug 2018	Aug 2021
PDA3b	Personal Data Handling Breach and Notification	Aug 2018	Aug 2021
PD4	Contributions for lifts	Nov 2019	Nov 2021
PD5	Paid tutors	Aug 2019	Aug 2021
PD6	Grant Applications	June 2019	June 2021
PD6a	Grant Application Form	June 2019	June 2021
PD7	Walking Policy (Ed 2)	Nov 2019	Nov 2021
PD8	Accident Report Form	2019	2021
PD9	Insurance Cover Note	2019	2020
PD9a	Tour Operators Liability Insurance Cover Note	2018-19	2020
PD10	Guidelines for Planning a Trip	Nov 2019	Nov 2021
PD10a	Important Details for Coach Trips	Nov 2019	Nov 2021
PD10b	Trip Income Expenditure Form	2019	2021
PD11	Cash Reserve policy	2019	2020
PD12	Volunteer Policy	2019	2021
PD13	Complaints Policy	2019	2021
PD14	Safeguarding Vulnerable People	Aug 2019	Aug 2021
PD15	Policy Statements re. investments, Investment groups and equal opportunities.	2019	2020
PD16	Members' Code of Conduct	Aug 2019	Aug 2021
PD17	Conflict of Interest	Mar 2018	Mar 2021
PD18	Risk Management	Mar 2018	Mar 2021
PD19	Privacy Policy	June 2018	June 2021