

BURTON JOYCE AND DISTRICT U3A

POLICY ON DATA PROTECTION

Burton Joyce & District U3A (BJU3A) needs to keep certain information about its members to carry out its day-to-day operations to meet its objectives and to comply with legal obligations and is committed to ensuring any personal data will be dealt with in compliance with the Data Protection Act 1998 and any statutory modification or enactment thereof and General Data Protection Regulations (the Act) and in order to comply with the Act data will be collected lawfully and used fairly stored safely and not disclosed to any other person unlawfully

This policy document is a guide only and its aims are to ensure everyone handling personal data is aware of the requirements of the Act and complies with them and it also highlights key data protection procedures within BJU3A and covers and applies in particular to committee members group leaders and co-ordinators and other members authorised to process or use data and to members generally

Aims of Data Protection legislation:

Data Protection legislation requires the processing of personal data to be in accordance with the Act whose aims are to balance the rights of individuals with the legitimate needs of organisations to process such information

U3As as not-for-profit organisations are exempt from registration under the Act provided that data obtained is only used for:

1. * Establishing or maintaining membership information
* Providing or administering activities for individuals who are members
2. The persons about whom the data is held are current or prospective members
3. The type of data held necessary to undertake the above purposes such as names, 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 and more importantly processing must be in accordance with the Eight Data Protection Principles which determine how personal data should be processed in order to comply with the legislation and give rights to individuals regarding this processing

THE EIGHT DATA PROTECTION PRINCIPLES:

Personal data shall:

1. be processed fairly and lawfully
2. be obtained for one or more specified and lawful purposes and shall not be further processed in any matter incompatible with those purposes
3. be adequate relevant and not excessive
4. be accurate and where necessary kept up-to-date
5. not be kept for longer than is necessary
6. be processed in accordance with the rights of data subjects under the Act

7. have appropriate security technical and organisational measures taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction or damage to personal data
8. not be transferred outside the European Economic Area (EEA) 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

The definition of "Processing" is obtaining using holding amending disclosing destroying and deleting personal data and information including some paper-based personal data as well as that kept electronically

The Personal Data Guardianship Code suggests five key principles of good data governance on which best practice is based and BJU3A will seek to abide by this code in relation to all the personal data it processes namely:

- * **Accountability:** those handling personal data follow publicised data principles to help gain public trust and safeguard personal data
- * **Visibility:** Data subjects should have access to the information about themselves that an organisation holds which includes the right to have incorrect personal data corrected and to know who has had access to this data
- * **Consent:**
 1. The collection and use of personal data must be fair and lawful and in accordance with the above-mentioned Eight Data Protection Principles.
 2. Personal data should only be used for the purposes agreed by the data subject.
 3. If data is to be shared with a third party or used for another purpose the data subject's consent should be explicitly obtained
- * **Access:** Everyone should have the right to know the roles and groups of people within an organisation who have access to their data and who has used such data
- * **Stewardship:** Those collecting data have a duty of care to protect this data throughout the data life span

BJU3A processes the following personal information: name address contact details record of subscription payments gift-aid declarations and such personal information is kept in the form of a database administered by members designated and authorised to do so by its Committee

Groups of members within BJU3A who will process personal information are: the website co-ordinator, membership secretary, Newline editor, committee members and group leaders and co-ordinators

All members who process data must ensure they not only understand but also act in line with this policy and the Eight Data Protection Principles set out above and any breach of this policy would result in disciplinary procedures

Under the Data Protection Guardianship Code overall responsibility for data in a not-for-profit organisation rests with the governing body and in the case of BJU3A this is the Committee who are its Trustees

All members who process data must ensure they not only understand but also act in line with the Act and the provisions of this policy document and data protection principles

To meet its responsibilities under the Act BJU3A committee will ensure:

- * data is collected in a fair and lawful way
- * explain at the start why it is needed
- * that only the minimum amount of information needed is collected and used
- * the information used is up-to-date and accurate
- * the length of time information is held is reviewed
- * it is kept safely
- * the rights members have in relation to their data can be exercised
- * any disclosure of data is in line with its procedures
- * queries about handling data will be dealt with swiftly and politely
- * training and awareness-raising about the Act and how it is followed will take the form of verbal guidance when relevant to the member's role
- * before personal information is collected consider the need to store only the minimum data required for its operation
- * members whose data is gathered are advised about the use of that data for internal purposes only
- * reasonable steps are taken to keep data secure at all times against unauthorised or unlawful loss or disclosure
- * the following measures are taken to ensure personal data is accurate:
 1. request for information to be checked and confirmed on an annual basis on renewal of membership
 2. ensure members' sensitive personal information will not be used apart from the exact purpose for which permission is given by them

Any member whose data is processed has the right to know:

- * what data is held and processed on them
- * how to gain access to that data and to receive a copy if requested
- * how to keep it up-to-date
- * what steps are taken to ensure compliance with the Act

Members have the right to:

- * prevent processing of their data in some circumstances and to correct rectify block or erase information regarded by members as incorrect
- * have access to certain data kept about them on certain files and a member wishing to exercise that right should contact the Committee or a Committee member
- * have queries about handling their data dealt with swiftly and politely

On resigning or retiring from the Committee or from BJU3A membership members must forthwith as instructed by the Committee pass to a Committee member or delete and destroy all data in their possession whether stored electronically or on paper or in any other form and confirm to the Committee in writing that they have done so

ANY MEMBER knowingly in breach of any provisions of the Act must forthwith inform the Committee or a Committee member and time shall be of the essence

January 2018.

