

Data Protection Advice to Group Co-ordinators

Many of you will know that there has been a change in the law with regards to the personal information which can be held. (GDPR (May 25 2018)). These changes also apply to organisations such as U3A.

As a result of this we have a responsibility to ensure that the information we hold is relevant, accurate, up to date and secure.

Personal information is any information held about a living individual who can be identified from the information itself or other information also held. Names, addresses, e mails are obvious ways of identifying individuals but they can also be identified in photos.

As co-ordinators you will have the information for your group members so that you can contact them etc. This is fine but please follow the guidelines listed below:

Paper Copies

If you keep your information on paper then please make sure that you keep these copies safe. Old sheets with members who are no longer in your group should be destroyed by shredding if possible.

Electronic Copies

Files on your computer should be password protected or encrypted. (if you are not sure how to do this Google has some good help notes). *Note this is good practice for all your own files which may hold your own personal details.*

Information you hold must be only for your **current** members not those that have left. Please update regularly.

The information you hold should not be shared with anyone other than members of your own group.

E Mails

If you use e mails to contact your group please make sure that all your members are happy for everyone to see their e mail details. If not you can still include them in the e mail but put their address in the BCC (Blind carbon copy) section.

Photographs

If you take photographs of your activities with a view to sharing outside the group you need to be sure that all your members are happy with that.

Update information

You are all asked to check every year that your members are fully paid and that would be good time just to check that all the information you hold is also correct.