

In order for Chinnor & District u3a to be compliant with the General Data Protection Regulation 2018 (GDPR) please sign this confidentiality agreement which sets out your responsibilities in relation to the use of personal data.

The Agreement:

I agree at all times to respect the privacy and security of all confidential and private data to which I have access within the course of my volunteer duties for Chinnor & District u3a, whether in paper, electronic or other forms ("the Personal Data"). This means that I will only use the Personal Data for the purposes of fulfilling my voluntary role with Chinnor & District u3a.

I will at all times act on the reasonable instructions of Chinnor & District u3a in relation to the Personal Data.

I agree that I will take all reasonable care to ensure that I do not make any inadvertent or unauthorised disclosures of the Personal Data.

I also agree that I will return all the Personal Data to Chinnor & District u3a at its request. I will delete any Personal Data once the reason for holding the data has passed.

I will encrypt personal Data held on a personal computer with a strong password.

I will not share Personal Data (either informally within a group or outside the u3a – unless I have prior written consent.

In relation to my voluntary role: I agree that my contact details may be made available to group members and the wider membership within Chinnor & District u3a.

I will use Beacon membership management system to contact Interest Group members and record participants. If, by exception I use a downloaded attendance register for use at group meetings it will only contain a list of member names.

I will not allow any other person to use or have access to my Beacon system account.

I will not use a shared computer to access a Beacon system account unless there is a personal logon for the shared computer.

I will only access to the Beacon System via a private network with a secure system – (e.g. not in a public library, coffee shop or other similar venue.

I understand that it is my responsibility to ensure that suitable security measures have been taken to keep my computer used to access Beacon free from Viruses and Malware.

Name

Membership Number

Signature

Date