

Appendix to Coventry Sherbourne u3a – GDPR Policy

Covsherb Generic Email Addresses and Website/Facebook Login Details

1. The “covsherb” series of hotmail email addresses were set up by Coventry Sherbourne u3a for use only in conducting u3a business. The intention is to avoid compromising the personal email addresses of those carrying out u3a business and to give continuity when roles within the branch change hands.
2. The addresses are loaned to the address holders for the purpose of carrying out their u3a duties and when a role passes to another u3a member, the covsherb address passes at the same time.
3. Passwords for these email addresses are confidential and should only be known by the address holder and the branch secretary. If the branch secretary and the address holder are in the same household, then that password should be retained by the Chair (or Vice Chair) and that officer should be within another household. This is to minimise the possibility of one event leading to the complete loss of access to an email address.
4. If the password needs to be changed by the holder, then the other officer who has the password must be notified in writing of the new password.
5. The generic email addresses are to be published to the general membership and the wider world as appropriate. It is to be suggested that all members add these addresses to their own email address books to ensure that communications through the generic addresses are not mistaken for junk mail and automatically dropped into the junk folder.
6. Holders of these generic email addresses must sign a copy of these rules to indicate their agreement and the signed copy should be retained by the branch secretary.
7. Similar principles to those given above should be followed regarding the editor/administrator logon details for Coventry Sherbourne u3a website and the two Facebook pages (the members only “Chatterbox” page and the public page). Access to this media is restricted to those members who have taken on the editorial role and their access should cease when the editor role passes to another member. However, it is advisable to also have an assistant editor, using a different password, who can carryout the role when the editor is unavailable. The passwords are subject to rules 3 and 4 above (for “email address” read “website/Facebook page”).