

## Guidance for storage of personal data by u3a group leaders

Dear Group Leader/Coordinator,

Thank you so much for taking on this role. U3a would not work without you. I know you will be in contact with your group members, probably by email and maybe by telephone. Unfortunately, this means you may be storing someone's personal data and this is regulated by law.

It's not too difficult to comply with the law. I hope the guidance below does not put you off. If you want more clarification, then please feel free to email me or Jo Penning.

- One easy way to communicate with members is through the Beacon admin system. We can show you how to do it, it's very simple and then you have no more worries about data protection. Contact Jo Penning if you want to know more.
- If you have your own contact list, then please use 'BCC' not 'CCC' when emailing. This means the recipients don't see each other's email addresses.
- When someone joins your group, you must check they are ok with you storing their details. If the whole group has access to each other's emails/phone numbers, then you must check this is ok too.
- When someone leaves the group, then everyone must delete their details.
- Email addresses that are only shared for u3a activities mustn't be used for anything else. The members of the group are of course free to email each other as 'friends' but you can't, for example, send out political or sales information to people who are not also personal friends.

Regards

Liz Ouldrige (Chair, Crediton u3a)