

Adherence to the new General Data Protection Regulation

This law is due to take effect on 25th May 2018. It applies to all organisations who hold data on individuals. This also means that data cannot be shared without good reason (shown below) unless permission is sought and given by the members.

Process:

We collect the following data when a person applies and is granted membership:

First name, surname, address, post code, telephone number, second telephone number and email address. In addition we record when the membership started, date of payment, method of payment (cash, cheque, online, standing order) and consent for gift aid.

If the member is the one who receives the Central U3A magazine this is recorded.

This information is recorded on database and shown on the letter of receipt and on the annual update letter with a tick box to show permission has been granted to store the members' data.

Conveners of groups also collect contact information i.e. Name, telephone number and email address in order to circulate group information and programme details. This information is stored on a paper register; a copy of which is forwarded to the Membership Secretary annually.

Storage:

Membership data is, currently, stored on a spreadsheet database updated by the Membership Secretary and stored on a laptop. The Membership Secretary has the latest version of Norton Security Software which is kept up to date. This Windows 10 machine also has all the latest updates from Microsoft installed. It is password protected and backed up monthly with the date shown on the file name,

i.e. **U3A Membership 2017-18 @ 05 02 2018**

The Membership Secretary views the date, updates it and provides the following information upon request:

Register of members: Attending Monthly Meetings- Full names only proved to check those present.

Newsletter Editor: Emails only provided once a month to distribute newsletters;

U3A Head Office: Names and addresses of recipients of the magazine, every three months;

Other Committee Members upon request: i.e. telephone numbers or email addresses to enable contact when necessary

Identity and Privacy Matters:

When emailing a group of members, the committee member or convener puts their own email address in the To: box and all the other members email addresses in the BCC: box to protect their identity and privacy.

Checks on accuracy:

At the beginning of March, members are given a copy of the data held for correction, or updating purposes, as part of the annual Subscription Renewal reminder.

Consent:

When completing the membership application form new members give permission for their data to be stored and used as described above. They are given the option to amend or opt out if required. The data is never shared with another organisation or business for any purpose.

Members have the right to (by writing to a the Membership Sec or committee member):

- A. Be removed from the list upon request with 4 weeks notice;
- B. View the information stored about them annually and upon request with 4 weeks notice;
- C. Change details upon request and 4 weeks notice.

Dart Valley U3A provides a portable hard drive for the Membership Secretary to back up the data on a monthly basis which is held separately from the laptop computer used.

Future use of a Membership system used by many U3As will allow members access to their own information where they can record payments and amend their data.