

# **Legitimate Interest Assessment**

## **In Case of Emergency Information (ICE)**

### **The Deepings u3a**

This legitimate interest assessment has been compiled in order to set out the reasons why The Deepings u3a requests ICE information.

#### **Purpose Test**

The reason that The Deepings u3a requests ICE information is so that the committee and/or group leaders know who to contact in the event of an emergency. The Deepings u3a has a duty of care to its membership and in order to ensure your safety we need to be able to contact someone who can meet your welfare needs in the event of an incident/accident.

The Deepings u3a requests members to inform the person identified as your ICE contact that you have provided their details to the u3a. For certain events and trips, we may need to provide these details to a third party. When ICE information is requested, The Deepings u3a will always tell you about any third party involvement.

#### **Necessity Test**

The ICE information provided by members would only be used in the event of a serious incident/accident. The Deepings u3a would use the information to contact someone who may need to collect the relevant member, support the relevant member or liaise, on behalf of the relevant member, with a third party provider such as a medical professional.

The Deepings u3a only requests minimal information regarding a member's ICE information which includes a name, telephone number and the details of their relationship to the member.

#### **Balancing Test**

ICE information requested is minimal and is only that which is required to make contact with the individual in question. The Deepings u3a relies on its members to provide ICE information and to make the individual aware that this information has been passed to the u3a and for what purposes it has been passed to the u3a. The Deepings u3a will hold this information securely and it will only be accessed by those who need to see it. The information provided will only be used to make contact where an incident or accident occurs that requires someone to take responsibility for the member in question. The data will not be processed for any other purposes.

Through compilation of this assessment The Deepings u3a considers that it has a legitimate interest to collect, hold and process ICE information. This document will be held by the Committee and communicated to the membership, as required. The assessment will be reviewed every 2 years in order to ensure that legitimate interest remains the most appropriate lawful basis for gathering this information.

Date: January 2023

Review Date: January 2025