

Driffield & Wolds u3a data protection policy.

1. Members' contact details (name, address, phone and email) will be collected and stored with a secure database system (Beacon) but will not be shared without permission.
2. Access to the data within the system will be controlled by the administrator. User names, passwords and the privileges associated with each user role will be allocated by the administrator.
3. The u3a will always process personal data collected in compliance with all applicable laws, including, but not limited to, the Data Protection law.
4. Members' contact details will be available only to Committee members and Group Leaders.
5. Any user granted access to the system will undertake not to allow any other person to use or to have access to it. In particular a shared computer must not be used to access the system unless the user has a personal login.
6. Access to the system via a public computer, e.g. in a public library, is strictly prohibited.
7. Details of past members will be deleted from the system within 3 months of resignation/death, unless retention is otherwise required in order to meet u3a's legal obligations.
8. Any information that needs to be retained in accordance with HMRC requirements, for gift aid, will be retained for the specified period (currently 6 years).
9. The data protection policy will be available for all members.