

# EASTBOURNE CENTRAL U3A

## DATA PROTECTION POLICY

### Aims of this Policy

Eastbourne Central U3A needs to keep certain information on its members to carry out its day to day operations, to meet its objectives and to comply with legal obligations.

The organisation is committed to ensuring any personal data will be dealt with in line with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2016 (EU 2016/679). To comply with the law, personal information will be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements and acts in accordance with data protection procedures. This document also highlights key data protection procedures within the organisation.

This policy covers members and officers In line with the Data Protection Act 1998 principles, Eastbourne Central U3A will ensure that personal data will:

- Be obtained fairly and lawfully and shall not be processed unless certain conditions are met
- Be obtained for a specific and lawful purpose
- Be adequate, relevant but not excessive
- Be accurate and kept up to date
- Not be held longer than necessary
- Be processed in accordance with the rights of data subjects
- Be subject to appropriate security measures
- Not to be transferred outside the European Economic Area (EEA)

The definition of 'Processing' is obtaining, using, holding, amending, disclosing, destroying and deleting personal data. This includes some paper based personal data as well as that kept on computer.

The Personal Data Guardianship Code suggests five key principles of good data governance on which best practice is based. The organisation will seek to abide by this code in relation to all the personal data it processes, i.e.

- **Accountability:** those handling personal data follow publicised data principles to help gain public trust and safeguard personal data.
- **Visibility:** Data subjects should have access to the information about themselves that an organisation holds. This includes the right to have incorrect personal data corrected and to know who has had access to this data.
- **Consent:** The collection and use of personal data must be fair and lawful and in accordance with the DPA's eight data protection principles. Personal data should only be used for the purposes agreed by the data subject. If personal data is to be shared with a third party or used for another purpose, the data subject's consent should be explicitly obtained.

### Access:

Everyone should have the right to know the roles and groups of people within an organisation who have access to their personal data and who has used this data as appropriate – i.e. members of the Eastbourne U3A Committee and Study Group Leaders

Eastbourne Central U3A processes the following personal information: names, addresses, telephone numbers and e-mail addresses

Personal information is kept in the following forms: Printed hard copy and electronic database

Groups of people within the organisation who will process personal information are: Officers, members of the committee and study group leaders. For those members who request the Central U3A magazine their name and address will be shared with U3A central.

### **Responsibilities**

Under the Data Protection Guardianship Code, overall responsibility for personal data in a not for profit organisation rests with the governing body. In the case of Eastbourne Central U3A this is the elected committee

The governing body delegates tasks to the Data Controller. The Data Controller is responsible for:

- understanding and communicating obligations under the Act
- identifying potential problem areas or risks
- producing clear and effective procedures

All Committee members and study group leaders who process personal information must ensure they not only understand but also act in line with this policy and the data protection principles.

Breach of this policy will result in removal from Eastbourne Central U3A.

### **Policy Implementation**

To meet our responsibilities committee members and study group leaders will:

- Ensure any personal data is collected in a fair and lawful way;
- Explain why it is needed at the start;
- Ensure that only the minimum amount of information needed is collected and used;
- Ensure the information used is up to date and accurate;
- Review the length of time information is held;
- Ensure it is kept safely;
- Ensure the rights people have in relation to their personal data can be exercised

We will ensure that:

- Everyone managing and handling personal information is trained to do so.
- Anyone wanting to make enquiries about handling personal information, whether a member of staff, volunteer or service user, knows what to do;
- Any disclosure of personal data will be in line with our procedures.

Queries about handling personal information will be dealt with swiftly and politely.

### **Gathering and checking information**

Before personal information is collected, we will consider: what information is required to keep members informed.

We will inform people whose information is gathered about the following: membership renewal, newsletters, events related to Eastbourne Central U3A, Sussex U3A Networks, Central U3a information and other general information relating to study groups

We will take the following measures to ensure that personal information kept is accurate: request relevant information annually

Personal sensitive information will not be used apart from the exact purpose for which permission was given.

### **Data Security**

The organisation will take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure. The following measures will be taken: the database will be encrypted and protected on computer by antivirus software

Any unauthorised disclosure of personal data to a third party by a member may result in removal from Eastbourne Central U3A

### **Subject Access Requests**

Anyone whose personal information we process has the right to know:

- What information we hold and process on them
- How to gain access to this information
- How to keep it up to date
- What we are doing to comply with the Act.

They also have the right to prevent processing of their personal data in some circumstances and the right to correct, rectify, block or erase information regarded as wrong.

Individuals have a right under the Act to access certain personal data being kept about them on computer and certain files. Any person wishing to exercise this right should apply in writing to the membership secretary

The following information will be required before access is granted: name address and membership number

We may also require proof of identity before access is granted. The following forms of ID will be required: i.e. driving licence, recent council tax letter, passport

Queries about handling personal information will be dealt with swiftly and politely.

We will aim to comply with requests for access to personal information as soon as possible, but will ensure it is provided within the 40 days required by the Act from receiving the written request.

### **Declaration**

I confirm I have read and understood Eastbourne Central U3A's Data Protection Policy and will act in accordance with it.

I am connected with this organisation in my capacity as a

- Committee member
- Study group leader

Signature:

Print name:

Date:

Please return this form to Erik Starkie, Membership Secretary  
24 Gaudick Close, Eastbourne BN20 7QF