

# Edinburgh U3A Privacy Policy for Group Leaders

Collect only personal data from your group members necessary to communicate with them to run the group. If you intend storing this on a computer, or just setting up an email group in your address book, then you must get the members' permissions to do so in writing (e.g. by signing against their name on a list or on separate forms per member) or by email. This should be agreement to your storing and using the data and passing it to your deputy. You must keep their agreement on file. There are forms which you can use on the website (GLs GDPR Form A and Form B).

It is important in terms of data protection that you only share the email addresses of those members who have agreed that you may do so. Sharing email addresses in the group often assists learning and contact outwith the group and most members will readily agree. If you do **not** have permission to share a member's email address you should **always** use the blind copy arrangement (BCC) for them. It should be clear to the sharing group that any emails sent should be relevant to the interests of the group and not be adverts for events or sales outwith these.

In becoming a Group Leader you provided your contact details to appear in the computer-stored, printed and website versions of the Groups Booklet, the Bulletin, and the list of Group Leaders.