

# Filey and District U3A Data Protection Policy

## **SCOPE OF THE POLICY**

This policy applies to the work of Filey and District U3A (hereafter 'the U3A'). The policy sets out the requirements that the U3A has to collect and process personal information for membership purposes. The policy details how personal information will be collected, stored and managed in line with data protection principles and the General Data Protection Regulation (applicable from 25 May 2018). The policy is reviewed on an ongoing basis by the U3A committee members to ensure that the U3A is compliant. This policy should be read in tandem with the U3A's Privacy Policy.

Updated June 2021 – No changes from previous version

## **WHY THIS POLICY EXISTS**

This data protection policy ensures that the U3A:

- Complies with data protection law and follows good practice.
- Protects the rights of members.
- Is open about how it stores and processes members' data.
- Protects itself from the risks of a data breach.

## **GENERAL GUIDELINES FOR COMMITTEE MEMBERS AND GROUP ORGANISERS**

- The only people able to access data covered by this policy should be those who need to communicate with or provide a service to the members of the U3A.
- The U3A will provide induction training to committee members and group organisers to help them understand their responsibilities when handling personal data.
- Committee Members and group organisers should keep all data secure, by taking sensible precautions and following the guidelines below.
- Strong passwords must be used and they should never be shared.
- Personal data should not be shared outside of the U3A unless with prior consent and/or for specific and agreed reasons. Examples would include Gift Aid Information provided to HMRC.
- Member information should be reviewed and refreshed periodically, to ensure accuracy, via the membership renewal process or when policy is changed.
- Additional support will be available from the Third Age Trust where uncertainties or incidents regarding data protection arise.

## **DATA PROTECTION PRINCIPLES**

The General Data Protection Regulation identifies key data protection principles.

Principle 1 - Personal data shall be processed lawfully, fairly and in a transparent manner

Principle 2 - Personal data must be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes. Further processing for archiving processes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered incompatible with the initial purposes.

Principle 3 - The collection of personal data must be adequate, relevant and limited to what is necessary in relation to the purpose(s) for which they are processed.

Principle 4 – Personal data held should be accurate and, where necessary, kept up to date. Every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.

Principle 5 – Personal data must be kept in a form which permits identification of individuals for no longer than is necessary, for the purposes for which the personal data are processed. Personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.

Principle 6 - Personal data must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

**Lawful, fair and transparent data processing**

The U3A requests personal information from potential members and members, for membership application and for sending communications about their involvement with the U3A. Potential members and members are referred to the U3A's Privacy Policy which gives full details as to why the information is being requested and what the information will be used for. A copy of the Privacy Policy is available on the U3A Website. In future years the forms used to request personal information will contain a privacy statement. The lawful basis for obtaining member information is due to the legitimate interest that the U3A has with individual members. In addition members will be asked to provide consent for specific processing purposes. U3A members will be informed as to who to contact should they wish for their data not to be used for specific purposes for which they have provided consent. Where these requests are received they will be acted upon promptly and the member will be informed as to when the action has been taken.

**Processed for Specified, Explicit and Legitimate Purposes**

Members will be informed as to how their information will be used and the Committee of the U3A will seek to ensure that member information is not used inappropriately. Appropriate use of information provided by members will include:

- Communicating with members about the U3A's events and activities
- Group organisers communicating with their group members about specific group activities.
- Sending members information about Third Age Trust events and activities.
- Communicating with members about their membership and/or renewal of their membership.
- Communicating with members about specific issues that may have arisen during the course of their membership.

The U3A will ensure that group organisers are made aware of what would be considered appropriate and inappropriate communication. Inappropriate communication would include sending U3A members marketing and/or promotional materials from external service providers.

The U3A will ensure that members' information is managed in such a way as to not infringe an individual members rights which include:

- The right to be informed.
- The right of access.
- The right to rectification.
- The right to erasure.
- The right to restrict processing.
- The right to data portability.
- The right to object.

**Adequate, Relevant and Limited Data Processing**

Members of the U3A will only be asked to provide information that is relevant for membership purposes. This will include:

- Name.
- Postal address.
- Email address.
- Telephone number.
- Mobile Phone number.

- Are you a UK taxpayer (for Gift Aid purposes, if applicable).

Where additional information may be required, such as health-related information, this will be obtained with the specific consent of the member who will be informed as to why this information is required and the purpose that it will be used for.

Members should take their ICE (In Case of Emergency) information with them when they attend trips/outings organised by the Filey and District U3A.

There may be occasional instances where a members' data needs to be shared with a third party due to an accident or incident involving statutory authorities. Where it is in the best interests of the member or the U3A in these instances where the U3A has a substantiated concern then consent does not have to be sought from the member.

### **Photographs**

Photographs are classified as personal data. Where group photos are being taken members will be asked to step out of shot if they don't want to be in the photograph. Otherwise consent will be obtained from members for photos to be taken and members will be informed where the photographs are to be displayed. Should a member wish at any time to remove their consent and have their photo removed then they should contact the photographer (or failing that the Group Organiser or a Filey U3A Committee member) to advise that they no longer wish their photo to be displayed.

### **Accuracy of Data and Keeping Data up to Date**

The U3A has a responsibility to ensure members' information is kept up to date. Members will be informed to let the membership secretary know if any of their personal information changes. In addition, on an annual basis the membership renewal forms will provide an opportunity for members to inform the U3A as to any changes in their personal information.

### **Lapsed Member Data**

Once someone leaves our U3A we should retain their membership data no longer than necessary. Gift Aid lists need to be retained for 7 years and our treasurer keeps these.

### **Accountability and Governance**

The U3A Committee members have joint responsibility for ensuring that the U3A remains compliant with data protection requirements and can evidence that it has. Where consent is required for specific purposes, then evidence of this consent (either electronic or paper) will be obtained and retained securely. The U3A Committee shall ensure that new members joining the Committee receive an induction into the requirements of GDPR and the implications for their role. Committee Members will stay up to date with guidance and practice within the U3A movement and will seek advice from the Third Age Trust National Office should any uncertainties arise. The Committee will review data protection requirements on an ongoing basis as well as reviewing who has access to data and how data is stored and deleted.

The U3A will also ensure that Group Organisers are made aware of their responsibilities in relation to the data they hold and process.

When Committee Members and Group Organisers relinquish their roles, they will be asked to either pass on data to those who need it and/or to delete data.

### **Secure Processing**

The committee members of the U3A have a responsibility to ensure that data is both securely held and processed. This will include:

- Committee Members using strong passwords.
- Committee Members not sharing passwords.
- Restricting access of sharing member information to those on the Committee who need to communicate with members on a regular basis.
- Using password protection on laptops and PCs that access personal information.
- Using password protection, a membership database system or secure cloud systems when sharing data between committee members and/or group organisers.

- Having firewall security on Committee Members' laptops or other devices.

**Subject Access Request**

U3A members are entitled to request access to the information that is held by the U3A. The request needs to be received in the form of a written request to the Membership Secretary of the U3A. On receipt of the request, the request will be formally acknowledged and dealt with expediently (the Legislation requires that information should generally be provided within 1 month unless there are exceptional circumstances as to why the request cannot be granted). The U3A will provide a written response detailing all information held on the member. A record shall be kept of the date of the request and the date of the response.

**Data Breach Notification**

If a data breach was to occur action will be taken to minimise the harm. This will include ensuring that all committee members are aware that a breach had taken place and how the breach had occurred. The committee shall then seek to rectify the cause of the breach as soon as possible to prevent any further breaches. The U3A (this will usually be the Chair) shall contact National Office as soon as possible after the breach has occurred, to notify of the breach. A discussion would take place between the U3A and National Office as to the seriousness of the breach, action to be taken and, where necessary, the Information Commissioner's Office would be notified. The committee shall also contact the relevant U3A members to inform them of the data breach and actions taken to resolve the breach.

Where a U3A member feels that there has been a breach by the U3A, a committee member will ask the member to provide an outline of the breach. If the initial contact is by telephone, the committee member will ask the U3A member to follow this up with an email or a letter detailing their concern. The alleged breach will then be investigated by members of the committee who are not in any way implicated in the breach. Where the committee needs support or if the breach is serious they should notify National Office. The U3A member should also be informed that they can report their concerns to National Office if they don't feel satisfied with the response from the U3A. Breach matters will be subject to a full investigation, records will be kept and all those involved notified of the outcome.

Policy updated 13 June 2021

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