

Garforth, Kippax and District U3A

Guidelines to assist Committee Members to adhere to our Data Protection Policy

To ensure compliance with the requirements of the General Data Protection Regulations, Garforth, Kippax and District U3A Committee (hereafter referred to in these guidelines as “the Committee”) have issued our Data Protection Policy, our Privacy Policy and two sets of guidelines, one for members and Group Convenors and these for Committee Members. These are all available for viewing on our website under the **LINKS** tab, **Policies and Accounts**.

Our U3A committee is generally responsible in law for ensuring that the U3A remains compliant with data protection requirements and can evidence that it has and to this end these guidelines briefly set out a number of things which Committee members must do or must not do in respect of data protection. Please read these and ensure that you have fully understood them.

These are only guidelines. For full information consult our Data protection Policy.

If you have any queries, then please address enquiries using the contact details provided at the end of the document.

General Committee Guidelines

- The Guidelines for members and Group Convenors apply equally to Committee members.
- The Committee must ensure that all Committee Members receive training to help them understand their responsibilities when handling data and these guidelines offer a means of providing such training.
- The Committee must set up a system such that Member information is refreshed periodically to ensure accuracy, via the membership renewal process or when policy is changed.
- The Committee must ensure that Member information is used only for those purposes specified by our Privacy Policy.
- The Committee must stay up to date with guidance and practice within the U3A movement and the particular responsibility within The Committee for this lies with The Membership Secretary or his/her deputy.
- The Committee must review on a scheduled basis who has access to data and how it is stored and deleted.
- When Committee Members relinquish their roles, they must either pass on data to those who need it and/or delete data.

Guidelines relating to the secure processing of data

- The control of what Member data is available to each Committee Member will be implemented by appropriate use of the **Access Rights** built into the **U3A Beacon Management System**.

Guidelines relating to the occurrence of a data breach

- When a data breach occurs, the Committee must manage all the actions required to minimize harm and to rectify the cause.
- Where the committee needs support or if the breach is serious, the Committee Chairman or his/her deputy must contact National Office to them notify of the breach and to discuss with them the necessary actions.
- The Committee must contact the relevant U3A members to inform them of the data breach and actions taken to resolve the breach.

- The alleged breach will be investigated by members of the Committee who are not in any way implicated in the breach.

Contact

If you have any queries about these guidelines, then please contact us either by email to our Data Protection Officer pennybrightenu3a@outlook.com or in person at a monthly Members' Meeting.

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