

# Garforth, Kippax and District U3A

## Guidelines to assist Group Convenors and 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 have issued our Data Protection Policy, our Privacy Policy and two sets of guidelines, one for Committee Members and these for members and Group Convenors. 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 compliance but to enable it to do so the co-operation of all members is required and to this end these guidelines briefly set out a number of things which 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.

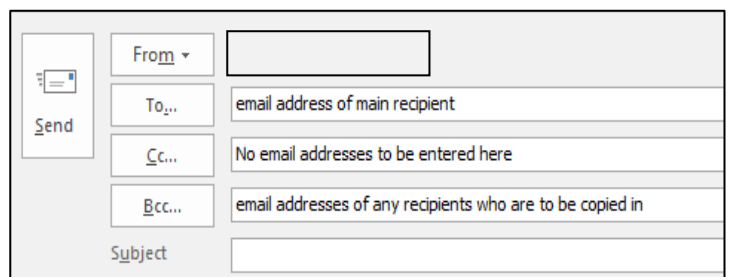
### General guidelines

- Ensure that no member's data is made available to anyone, **a U3A member or non U3A member**, without the express permission of the member to whom the data relates, Except that:
  - i. A member's forename and surname may be shared with other members of our U3A without the express permission of that member.
  - ii. Members' email addresses are subject to certain exceptions when handled as below.
- The names, email addresses and next of kin, but no other data, of the members of an Interest Group may be made available to that group's Convenor.
- A member's data may be made available only to Group Convenors of Groups to whom the member belongs.

### Guidelines relating to emails

To prevent, during email communication, the unauthorized disclosure of a member's email address:

- When sending emails to multiple recipients, to avoid the addresses being visible to all recipients, put all additional recipients' email addresses in the **Bcc** (blind copy) field and not the **Cc** (carbon copy) field. See the example here.



From ▾	
To,...	email address of main recipient
Cc...	No email addresses to be entered here
Bcc...	email addresses of any recipients who are to be copied in
Subject	

- Do not include any member's email address in the body text of an email.
- When reproducing an email, for any reason. please ensure that any personal email or address information is NOT duplicated in the resulting communication without express permission.
- Ensure that all email group details are current and only include your Group members.

- If, usually during email communication, a member's email address (or other data) is requested then this should be dealt with as follows:  
The owner of the requested data should be contacted, given the requester's address (with his/her permission) and asked if he/she would contact the requester.

### **Guidelines relating to taking photographs of our U3A members**

- Photographs are classified as personal data so when group photographs are being taken remind members to step out of shot if they don't wish to be in the photograph.

### **Contact**

If you have any queries about these guidelines, then please contact us either by email to [pennybrightenu3a@outlook.com](mailto:pennybrightenu3a@outlook.com) or in person at a monthly Members' Meeting.

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Guidelines review date: 12/2022

Policy reviewed 12/2021 & Re-issued 02/2022