

**GENERAL DATA PROTECTION REGULATION**

**Introduction**

The General Data Protection Regulation (GDPR) came into effect on 25<sup>th</sup> May 2018 and it is a Government requirement that any organisation which holds personal information about its members has to abide by the regulation.

As far as U3As are concerned The Third Age Trust has issued guidelines to enable the adherence to the regulation without making it too onerous. The difficulty with the GDPR is that it has a 'one size fits all' approach. The main criterion is that personal data, including photographs, is controlled and is not used except for the reason it is being collected.

The only data which the Third Age Trust states that is needed to run a U3A is:

Name

Postal Address

Telephone Number

Email Address

Gift Aid data if claiming Gift Aid on subscriptions.

If the data is held electronically then it should be password protected and the PC should be firewalled and virus protected. All commercially bought equipment will have these enabled.

**U3A Usage of Personal Data.**

Rather than appoint a 'Data Controller', The Third Age Trust is recommending that the Committee of a U3A takes joint responsibility for the safekeeping of personal data. This principle takes away extra responsibility from the Membership Secretary. The joining form and renewal form must state clearly why the data is needed. The member **must** sign the form to state that they agree for the Committee to hold the data and that it is only used to run the U3A. The only other person who will require any data will be the Newsletter Editor and the same criteria applies for safeguarding the data.

**Running of Groups.**

Group Leaders will need contact details of members of the group to be able to inform them of group activities. It is debateable whether group members should have access to this information. The members of a group who give their contact data to the leader have implicitly agreed to the use of the data.

When a group leader sends out an email to the group the recommendation is that the email is sent to members as BCC so that email addresses are not shown.

When a group leader ceases to run the group then the data **must** be erased and any paperwork such as register details **must** be destroyed either by shredding or burning. Ideally they should then inform the Committee that the data has been destroyed.

**Organising of Visits.**

Normally visit information is organised using paper lists, etc.

When the visit has taken place the financial details are sent to the Treasurer and then the paperwork **must** be destroyed.

It is not permitted to keep the data 'because that member always goes on a visit' – each visit has to be organised as a separate event.