

Convenors Notes on the General Data Protection Regulations

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 purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be 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 purposes 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 kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for the 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 accordance 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.

Why?

To ensure convenors:

- Comply with the Data Protection (Bailiwick of Guernsey) Law 2017 and follow good practice
- Comply with the above principles
- Protect the rights of members
- Are open about how they store and processes members data

To ensure U3A Guernsey protects itself from the risks of a data breach.

Adequate, Relevant and Limited Data Processing

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

- Name
- Postal address
- Email address
- Telephone numbers

It is permissible to process data if needed. Where additional information may be required such as health related information for a travel group this will be obtained with the consent of the member who will be informed as to why this information is required and the purpose that it will be used for.

Where a convenor organises a trip or activity then next of kin contact information may be needed. Members will be made aware why this information is required, and this will cease to be held on the completion of the trip unless required for legal reasons.

General Guidelines for Group Convenors

- The only people able to access data should be those who need to communicate with or provide a service to U3A Guernsey members.
- Additional support will be given from the Third Age Trust where uncertainties or incidents regarding data protection arise
- Group Convenors should keep all data held electronically secure, by taking sensible precautions and following the guidelines below
 - Strong passwords must be used, and they should never be shared. e.g. Minimum of 6 characters one of which is upper case and containing at least one number
 - Data must not be shared outside of the U3A unless with prior consent from the Data Protection Officer and/or for specific and agreed reasons. An example would be information provided to the distribution company for the Trust publications.
 - Member information should be refreshed periodically to ensure accuracy.
 - Laptops and PCs that contain personal information must have password protection.
- Hard copy information will only be held for as long as it is needed in order to run groups effectively and where needed for legal reasons. When no longer needed it will be shredded or disposed of in a similarly secure manner

Photographs

Where photographs are being taken of members for our Webpage or Closed Facebook page then the photographer should ask that if any member does not wish to be in the photograph that they step out of the shot. Otherwise consent to have their photograph taken will be assumed to have been obtained. Should a member withdraw their consent and wish to have their photograph removed then they should contact a member of the media team or email u3aguernsey.news@gmail.com to advise that they no longer wish their photograph to be displayed.

Data Breach Notification

Notify the Data Protection Officer or a Committee Member of any instances where you believe or suspect a breach of data may have occurred.