

# DATA PROTECTION ACT

## GUILDFORD AREA U3A OFFICERS AND GROUP LEADERS

**Email** If it is necessary for GU3A officers to email **membership data** among themselves, then this must take the form of password-protected<sup>1</sup> attached files, using the protection offered by Word, Excel etc. The password should not be sent by email but by some other means e.g. a text message or phone call. Not a Facebook PM! **Membership data** must not be transmitted outside GU3A i.e. to another Data Controller except where the members concerned have authorised this e.g. by subscribing to Third Age Matters. **Emails to membership groups should be b.c.c. unless permission has been given to share emails amongst a group.**

**Website** The GU3A website <https://u3asites.org.uk/guildford/home> shall disclose only the necessary minimum of personal information i.e. the names, phone numbers and email addresses of group leaders and officers and the postal addresses of the secretary and membership secretary. (Note that although email addresses are concealed by u3A sites they are made visible by the downloadable PDF Prospectus and the hard copy Prospectus.)

**Dropbox** The Dropbox shared areas used by GU3A officers should only be accessed using devices which are protected by a password. Further, any files thereon which contain membership data must themselves be individually password protected, or must be archived in password-protected 7-zip archives. The passwords must not be visible in any document on Dropbox. The passwords involved should not be sent by email but by some other means e.g. a text message or phone call. Not a Facebook PM!

**Beacon** Apart from the Members' Portal, which shall provide no access to membership data, Beacon access shall be limited to GU3A officers. It is not proposed to grant system user status to group leaders. Group membership lists generated from Beacon and given to group leaders should not include postal address. (I.e. these columns should be deleted from the Beacon output before the list is passed (with password protection) to the group leader. Membership data in an exported group list is typically title, name, email address, phone numbers and ICE. But not postal address, unless the group leader can adduce a compelling need.

**Private & GU3A Computers** Group Leaders should keep group membership lists in individually password protected files or in password-protected 7-zip archives, and on computers which are themselves password protected. GU3A officers must obey the same rules for membership data held on their private computers outside Dropbox. Any computer that has been used to store membership data and is being decommissioned from that role must have all files containing membership data deleted, the recycling bin must be emptied, and the disk blocks occupied by deleted files must be erased by e.g. running cipher /w:C from the run window and thereby writing zeros, then ones, and then random bit values, to all vacant storage.

**Paper** Hard copy of membership data should only be printed where there is a clear need to do so. Such lists must be kept securely and in a locked container when not in use. Before being discarded, such lists must be securely shredded. (Ideally by a cross-cut shredder)

**People** GU3A officers and Group Leaders shall sign this declaration to the effect that they are aware of and agree to comply with those of the measures here detailed which apply to their role within GU3A.

**Detailed Regulations** These considerations outline the technical aspects of GU3A data protection policy: for details of the actions and precautions required of officer and group leaders and expected of members, please see [\Dropbox\GU3A\\_DOX\GPDR\Data Protection GU3A Policy 2.docx](#); and also the document filed as [\Dropbox\GU3A\\_DOX\GPDR\GU3A DP Considerations.doc](#)

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**Notes for membership** Consent needs to be refreshed when information changes. It is also advised that consent is gathered again on a regular basis which can be done via your membership renewal forms. Retain the documents/the record you use to gather consent as they will constitute the evidence you need to demonstrate compliance – membership forms and renewals.

**Other GU3A documentation available on website: [GU3A Terms and Conditions](#); [Legitimate Interest Assessment](#). [GU3A Privacy Policy](#) and [GU3A Data Protection Policy](#).**

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Footnote [1] Guidance on password-protecting files before attaching them to emails is on our website at <https://u3asites.org.uk/files/g/guildford/docs/guidetopassword-protectedfiles.pdf> with an example demo protected spreadsheet (see Downloads section of website)

**TO: GU3A SECRETARY Please return this signed GDPR declaration to:**

[sonia.newlands@gmail.com](mailto:sonia.newlands@gmail.com) or post to

Mrs S. Ashworth MBE, Secretary GU3A, The Black Cottage, Newlands Corner, Guildford GU4 8SE

I agree at all times to respect the privacy and security of all confidential and private data to which I have access within the course of my volunteer duties for Guildford U3A, whether in paper, electronic or other forms (The Personal Data).

This means that I will use the Personal Data for the purposes of fulfilling my voluntary role with Guildford U3A for legitimate interest and for no other purposes whatsoever.

I will at all times act on the reasonable instructions of Guildford U3A in relation to the Personal Data.

I agree that I will take all reasonable care to ensure that I do not make any inadvertent or unauthorised disclosures of the Personal Data.

I also agree that I will return all the Personal Data to Guildford U3A and delete it from my devices.

I agree to comply with all the above considerations, to the best of my ability, the Data Protection Act 1998 and General Data Protection Regulation, together with Guildford U3A Risk Assessments, Legitimate Interest Statement, Terms and Conditions and particularly Data Protection Guidelines and Policy.

I agree to the GU3A Terms and Conditions and that my personal data will be used for legitimate interest only.

Name (in caps)..... Address.....

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.....Postcode.....

Role in Guildford Area U3A .....

SIGNATURE ..... Date.....