

Addition to Halesworth U3A Email Policy May 2018

Advice to Group Coordinators and members regarding Interest Groups use of group emails.

The new Data Protection Regulations (GDPR) are effective from 25th May 2018 and require some thought about the future use of open email lists within Halesworth U3A. This is where all members of the group are able to see other group members email address and usually name.

The 'all members' email list as always has been used on 'BCC' basis so that members receiving these cannot see who else is on the list. This works well (and will continue) where the purpose is solely to inform members. Any reply can only be sent to the Membership Secretary using the reply 'button' This ensures that this long list with names and email addresses cannot be forwarded or copied by design or accident to others.

There is only one copy of this 'big master email list' and this is kept securely and updated by the Membership Secretary.

Several Interest Groups now increasingly use email as their main form of communication both for information from the group coordinator and for individual members to email others individually or as a group in order to contact either the whole group or individuals within it. For example, to offer and request shared transport, or to request and offer shared practical advice, support and ideas in an open forum model. In short, the 'reply to all facility' will not include anyone sent an email on a BCC basis.

We are anxious to comply with the new Data Protection (GDPR) regulations but that this should not impede this free flow of information and should at the same time ensure that email addresses and other personal data is not shared with others outside the email group without an individual's express permission.

Where group coordinators identify that their interest group email list is of 'open and the sharing' type we should be explicit with existing and new members that.

- Where they wish to continue to be on an open email list they should actively agree to this.
- Members must agree **NOT** to forward **ANY** emails to those outside the group.
- Members must agree not to 'Cut and Paste' members personal information to others without express permission of that person.
- That group coordinators **should ask for a response on email or in writing and record** that individuals wish to remain as part of the email group and agree to abide by the rules.
- That where a member who does not wish to share their email details within the group they should discuss this directly with their group coordinator / facilitator.

Some groups have an 'email buddy' arrangement for those not on email whereby a member on email in the group keeps them up to date on what is going on. This could by agreement be extended to those not wishing to join or remain on an open email list.

This guidance, and a copy of our Data Protection Policy will be reviewed and if appropriate amended on an annual basis and is available on the U3A website (search Halesworth U3A)

Halesworth and District U3A May 2018 v1.1