

Legitimate Interest Assessment U3A Activity / Service Development & Improvement

This legitimate interest assessment has been compiled in order to set out the reasons why Hamble Valley u3a processes membership information for the purpose of activity / service development and improvement.

Purpose Test

Hamble Valley u3a requests personal data in order to be able to register individuals for membership of Hamble Valley u3a. The personal data provided will also be used to communicate with members regarding the development and improvement of the u3a's range of activities and services and to keep members informed regarding any new activities or services that may be of interest to its members. Hamble Valley u3a does not share membership information outside of the u3a without your consent, except where a legal obligation as defined in our Privacy Policy, requires us to take such action. Membership information is securely held and access is restricted to those who need to process data for membership, current activities and activity development & improvement purposes and storage and processing of the membership data is done in line with GDPR and safeguarding requirements. Hamble Valley u3a operates with a data protection policy and privacy policy and has sought advice from the Third Age Trust in developing guidance in respect of our practice in relation to data protection.

Necessity Test

Hamble Valley u3a requests minimal information from its members which includes personal details and contact details. This information is proportionate to the requirements of the u3a fulfilling its responsibilities in relation to being able to communicate effectively with its membership. Hamble Valley u3a would not be able to register members or communicate with them without the provision of a certain amount of membership information, the use of that information to collect the membership's views on activity / service development and improvement enables the u3a to better meet the members' desires and basic requirements. Hamble Valley u3a has a duty of care to its membership and needs to retain a certain amount of personal information in order to know who its members are and which members are paid up members of the u3a. This is necessary for meeting the requirements of the insurance provision for u3a members.

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Balancing Test

The personal data requested is that which is needed for registering and processing individuals as members of Hamble Valley u3a. The data requested is minimal personal data and that which is needed for communicating with members... All the data gathered is from individuals who provide the information as part of their application to join Hamble Valley u3a. Membership is for a 12 month period at the end of which time members have the option as to whether or not they wish to renew as well as having the opportunity to update their personal information. The reasons for collecting personal information is explained to potential members at the point of joining. A copy of Hamble Valley u3a's privacy statement is available to all members who wish to have further details about how their information is used and who it is shared with. Hamble Valley u3a holds information securely and it will only be accessed by those who need to see it. Membership data will not be processed for any purpose other than in connection with an individual's membership, the u3a's development, or improvement, of activities and services which may be of interest. These communications may not be targeted to the individual's membership activities, but responses from the whole membership will be beneficial in determining whether any proposed activities, or services are of general interest prior to further effort being expended on development and launch. U3a members will not be sent marketing materials or information that does not relate to Hamble Valley u3a. All those who process membership information for the u3a will receive an induction into the requirements of GDPR and the restrictions around data processing. In addition, volunteers will be informed of the need to keep data secure and restricted to those who need access to it.

Through compilation of this assessment Hamble Valley u3a considers that it has a legitimate interest to collect, hold and process membership information for the purpose of activity/service development & improvement. This document will be held by the Committee and communicated to the membership, as required. The assessment will be reviewed every 2 years in order to ensure that legitimate interest remains the most appropriate lawful basis for gathering this category of information.

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