

u3a Harborne and Edgbaston
(Registered Charity Number: 1101356)

LEGITIMATE INTEREST ASSESSMENT – EMERGENCY CONTACT

1. Preamble

- 1.1 This legitimate interest assessment has been compiled in order to set out the reasons why u3a Harborne and Edgbaston ('u3a H&E') might request emergency contact details.

2. Purpose Test

- 2.1 The reason that the u3a H&E may request contact details for members' emergency contact is so that the Committee and/or Group Co-ordinators know who to contact in the event of an emergency. The u3a H&E has a duty of care to its membership.
- 2.2 In order to ensure your safety we need to be able to contact someone who can meet your welfare needs in the event of an incident/accident. The u3a H&E requests members to inform the person identified as your emergency contact that you have provided their details to the u3a H&E.
- 2.3 For certain events and trips we may need to provide these details to a third party. You will be made aware of who emergency contact information will be shared with if it is to be shared outside of u3a H&E.

3. Necessity Test

- 3.1 The emergency contact information provided by members would only be used in the event of a serious incident/accident. u3a H&E would use the information to contact someone who may need to collect the relevant member, support the relevant member or liaise, on behalf of the relevant member, with a third party provider such as a medical professional.
- 3.2 u3a H&E only requests minimal information regarding members' emergency contact which includes a name, telephone number and the details of their relationship to the member.

4. Balancing Test

- 4.1 The emergency contact data requested is minimal and is only that which is required to make contact with the individual in question.
- 4.2 u3a H&E relies on its members to provide emergency contact information and to make the individual aware that this information has been passed to u3a H&E and for what purposes it has been passed to u3a H&E.
- 4.3 u3a H&E will hold this information securely and it will only be accessed by those who need to see it. The information provided will only be used to contact the member's emergency contact where an incident or accident occurs that requires someone to take responsibility for the member in question. The data will not be processed for any other purposes.

5. Availability and Changes to this Policy

- 5.1 This document will be held by the Committee and available to the membership, via the u3a H&E website.
- 5.2 The assessment will be reviewed every two years in order to ensure that legitimate interest remains the most appropriate lawful basis for gathering this information.

Adopted: 13/09/2019 based on the Third Age Trust guidelines in place at the time; reviewed against The Third Age Trust Legitimate Interest Assessment Sample – Emergency Contact, u3a-KMS-FRM-006, dated 25/11/2021
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