

HAVANT U3A - DATA PROTECTION POLICY

1 Introduction

This document follows the precedent prepared by The Third Age Trust.

2 Policy

2.1 Scope of the policy.

This policy applies to the work of Havant U3A. The policy sets out the requirements that Havant U3A has to gather information for membership purposes. The policy details how personal information will be gathered, stored and managed in line with data protection principles and the General Data Protection Regulation. The policy is reviewed on an ongoing basis by Havant U3A committee members to ensure that we are compliant. This policy should be read in tandem with Havant U3A's Privacy Policy.

2.2 Why this policy exists.

This data protection policy ensures Havant U3A:

- Complies with data protection law and follows good practice
- Protects the rights of members
- Is open about how it stores and processes members data
- Protects itself from the risks of a data breach

2.3 Guidelines for committee members and group conveners.

- The only people able to access data covered by this policy should be those who need to communicate with or provide a service to the Havant U3A members.
- Havant U3A will provide induction training to committee members and group conveners to help them understand their responsibilities when handling data.
- Committee members and group conveners should keep all data secure, by taking sensible precautions and following the guidelines below.
- Strong passwords must be used and they should never be shared.
- Data should not be shared outside of Havant U3A unless with prior consent and/or for specific and agreed reasons. Examples would include Gift Aid information provided to HMRC or information provided to the distribution company for the Third Age Trust publications.
- Member information should be refreshed periodically to ensure accuracy, via the membership renewal process or when policy is changed.
- Additional support will be support from the Third Age Trust where uncertainties or incidents regarding data protection arise.

2.4 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 collection 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 be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for 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 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.

2.5 Lawful, fair and transparent data processing.

Havant U3A requests personal information from potential members and members for membership applications and for sending communications about their involvement with the Havant U3A and the U3A as a whole. Members will be informed why the information is being requested and what the information will be used for. The lawful basis for obtaining member information arises from the contractual relationship that Havant U3A has with individual members. In addition, members will be asked to provide consent for specific processing purposes, such as the taking of photographs. Havant U3A members will be informed who they need to contact should they wish their data not to be used for specific purposes for which they have provided consent. Where these requests are received, they will be acted upon promptly and the member will be informed when the action has been taken.

2.6 Process for specified, explicit and legitimate purposes.

Members will be informed how their information will be used and the Committee of Havant U3A will seek to ensure that member information is not used inappropriately. Appropriate use of information provided by members will include:

- Communicating with members about Havant U3A events and activities.
- Group conveners communicating with group members about specific group activities.

- Consent will be sought in order to add members' details to the direct mailing information for the Third Age Trust magazines – Third Age Matters and Sources.
- Sending members information about Third Age Trust events and activities.
- Communicating with members about their membership and/or renewal of their membership.
- Communicating with members about specific issues that may have arisen during the course of their membership.

Havant U3A will ensure that group conveners are made aware of what would be considered appropriate and inappropriate communication. Inappropriate communication would include sending members marketing and/or promotional materials from external service providers.

Havant U3A will ensure that members' information is managed in such a way as to not infringe an individual members rights which include:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object

2.7 Adequate, relevant and limited data processing

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

- Name
- Postal address
- Email address
- Telephone number
- Gift Aid entitlement
- Emergency Contact Number
- Access requirements

Where additional information may be required such as health or disability related information this will be obtained with the consent of the member who will be informed why this information is required and the purpose for which it will be used.

When Havant U3A organises a trip or activity that requires next of kin information to be provided, a legitimate interest assessment will have been completed in order to request this information. Members will be made aware that the assessment has been completed.

2.8 Photographs

Photographs are classified as personal data. Where group photographs are being taken members will be asked to step out of shot if they do not wish to be in the

photograph. Otherwise, consent will be obtained from members in order for photographs to be taken and members will be informed where photographs will be displayed. Should a member wish at any time to withdraw their consent and to have their photograph removed then they should contact webmaster@havantu3a.org.uk to advise that they no longer wish their photograph to be displayed.

2.9 Accuracy of data and keeping data up-to-date.

Havant U3A has a responsibility to ensure members' information is kept up to date. Members will be asked to let the membership secretary know if any of their personal information changes. In addition, on an annual basis, the membership renewal process will provide an opportunity for members to inform Havant U3A of any changes in their personal information.

2.10 Accountability and governance.

Havant U3A Committee is responsible for ensuring that it remains compliant with data protection requirements and can evidence that it is. Where consent is required for specific purposes then evidence of this consent (either electronic or paper) will be obtained and retained securely.

Havant U3A Committee will ensure that new members joining the Committee receive an induction into the requirements of GDPR and the implications for their role. Havant U3A will also ensure that group conveners are made aware of their responsibilities in relation to the data they hold and process. Committee Members should also stay up to date with guidance and practice within the U3A movement and seek advice from the Third Age Trust National Office should any uncertainties arise.

Havant Committee will review data protection and who has access to information on a regular basis as well as reviewing what data is held. When Committee members and group conveners relinquish their roles, they will be asked to either pass on data to those who need it and/or delete data.

2.11 Secure processing.

Havant Committee members have a responsibility to ensure that data is both securely held and processed. This will include:

- Committee members using strong passwords.
- Committee members not sharing passwords.
- Restricting access to sharing member information to those on the committee who need to communicate with members on a regular basis.
- Using password protection on laptops and PCs that contain personal information.
- Using password protection, a membership database or secure cloud systems when sharing data between committee members and/or group conveners.
- Ensuring, and possibly paying for, firewall security to be put onto Committee members' laptops or other devices. Virus, spyware and malware

protection should be installed on all Committee members' devices when used for U3A business.

2.12 Subject access request.

Members are entitled to request access to the information that is held by Havant U3A. The request needs to be received in the form of a written request to the Secretary of Havant U3A at 8 Spinnaker View, Bedhampton, Havant, PO9 3JD.

On receipt of the request, it will be formally acknowledged and dealt with expediently within one month unless there are exceptional circumstances why the request cannot be granted. Havant U3A will provide a written response detailing all information held on the member. A record shall be kept of the date of the request and the date of the response.

2.13 Data breach notification.

Were a data breach to occur action shall be taken to minimise the harm. This will include ensuring that all Havant U3A Committee members are made aware that a breach has taken place and how the breach occurred. The Committee shall then seek to rectify the cause of the breach as soon as possible to prevent any further breaches. The Chair of Havant U3A shall contact National Office within 24 hours of the breach occurring. A discussion will take place between the Chair and National Office as to the seriousness of the breach, action to be taken and, where necessary, the Information Commissioner's Office will be notified. The Committee shall also contact the relevant members to inform them of the data breach and the actions taken to resolve the breach.

Where a member feels that there has been a breach by Havant U3A, a committee member will ask the member to provide an outline of the breach. If the initial contact is by telephone, the committee member will ask the U3A member to follow this up with an email or a letter detailing their concern. The alleged breach will then be investigated by members of the committee who are not in any way implicated in the breach. Where the committee needs support or if the breach is serious, it should notify National Office. The member should also be informed that he or she can report their concerns to National Office if he or she does not feel satisfied with the response received. Breach matters will be subject to a full investigation, records will be kept and all those involved notified of the outcome.

3 Document Control

DATE	ACTION	BY	COMMENTS
26/06/2021	Created	Alison White	
26/06/2021	Amended	John West	Some minor changes.
27/06/2021	Amended	Peter Newman	Standardise formatting.
19/09/2021	Amended	John West	Final adjustments