

HEYBRIDGE U3A DATA PROTECTION POLICY

The General Data Protection Regulation (GDPR) 2018 sets out the requirements with which Heybridge U3A is, by law, required to comply in relation to the collection and storage of members' data. It requires us to:

- process the information you supply lawfully, fairly and in a transparent manner
- use it solely for specified, explicit and legitimate purposes
- ensure the data collected is adequate, relevant and limited to what is necessary
- ensure the data is accurate, kept up-to-date and not kept longer than is necessary
- ensure the data is processed in accordance with your individual rights and in a manner which ensures appropriate security of the data
- obtain your consent to gain consent to obtain, retain and use the personal information you supply.

When you first join the U3A, and when you renew your membership, we ask you to complete an Enrolment Form giving us the following information which we use solely for membership purposes:

- your name
- your postal address
- your telephone number(s)
- your email address
- an emergency contact number
- whether you wish to Gift Aid your subscription

The form also contains the following privacy statement, requesting permission to use your data for the purposes specified.

HEYBRIDGE U3A - PRIVACY STATEMENT

Please tick the box below to give us permission to use the information you supplied on your Enrolment Form in the following ways:

- To store it securely for membership purposes
- To communicate with you as a U3A member
- To share with group leaders for those groups that you are a member of
- For those who have signed a Gift Aid declaration
- To send your address to the Third Age Trust for you to receive the magazine 'Third Age Matters'

I consent to my data being used for membership purposes as detailed above

YOUR NAME (please print) _____

YOUR SIGNATURE _____ **DATE** _____

It is in your interest to sign this as, without your consent, we will be unable to contact you

How will we use the data you supply?

Heybridge U3A requests information from members and potential members for the following purposes:

- to communicate with you about Heybridge U3A events and activities
- to communicate with you about your membership / membership renewal
- to communicate with you about specific issues that may arise during your membership
- to add your details to the direct mailing list to receive the Third Age Matters magazine (unless you ask to unsubscribe)
- where applicable, to provide proof for HMRC that you have signed a Gift Aid Declaration (in this case, we are required to retain your signed declaration for 6 years).

Group co-ordinators (CoGs) also need to communicate with group members about specific group activities. Where it is beneficial for group members' to share personal details with each other (e.g. home address, email address, phone no,) , CoGs must ask each group member to sign a consent form agreeing to share these details with other group members. If an individual does not consent to share his/her personal details with other members of the group, emails to him/her should be sent as a blind copy (bcc).

How will we keep your data safe?

Only the Membership Secretary (or, in his/her absence, a nominated committee member) has access to members' records.

Paper Membership forms which agree to us collecting Gift Aid on your membership fee need to be kept for six years, as required by HMRC. They will be kept securely by the Membership Secretary.

All other membership data will be kept on a password protected USB (password will also be available to the Chairman and Secretary).

Photographs

It is useful for promotional purposes to use photos of groups of members enjoying U3A activities. However, photos also constitute personal data and we aim to choose images in which individuals are not easily identifiable. If any member is unhappy with an image used, please contact the membership secretary to ask for it to be removed.

Signed (for and on behalf of the Committee)	Name
Position	Date

Review date: February 2020