

## Howden & District U3A Data Protection policy - January 2020

- Members' Contact details (address, email, phone) will be collected and stored within a secure database System but will not be shared without permission.
- The Administrator will control access to data within the System. User names, passwords and the privileges associated with each User role will be allocated by the Administrator.
- The branch will always process personal data collected in compliance with all applicable laws including, but not limited to, the Data Protection Law.
- Member's Contact Details will be available only to designated Users such as officers of the branch and coordinators of its groups.
- Any user granted specific access to the System will undertake not to allow any other person to use or to have access to it. In particular, a shared computer must not be used to access the System unless the user has a personal logon for the shared computer.
- Access to the System via a public computer, e.g. in a public library, is strictly prohibited.
- Contact details of past members will aim to be deleted from the Howden and District U3A official membership database within 3 months of a member resigning.
- Group Coordinators should delete the contact details of resigned members of their group within 3 months
- 'Blind Copying' of emails will aim to be the norm
- The Photo Policy will be used for publicity (see Photo Policy)
- Official Committee meeting minutes and agenda may be retained for 3 years.
- Any information that needs to be retained in accordance with HRMC requirements will be retained for the specified period (7 years as of 2018)
- An archive of historical interest may be maintained, consistent with current data protection legislation.
- The data protection policy will be made available to members.