

Howden & District U3A Data Protection policy - key points summary

- Members' Contact details (address, email, phone) will not be shared without permission
- 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.

Jane Peake

Business Secretary

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