

Kenilworth U3A Legitimate Interest Assessment – Next of Kin

This legitimate interest assessment has been compiled in order to set out the reasons why Kenilworth U3A requests next of kin details for specific activities.

Purpose Test

The reason that Kenilworth U3A requests contact details for members' next of kin for specific activities is so that the committee and/or group conveners know who to contact in the event of an emergency. Kenilworth U3A has a duty of care to its membership and 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. Kenilworth U3A requests members to inform the person identified as your next of kin that you have provided their details to the U3A.

Necessity Test

The next of kin information provided by members would only be used in the event of a serious incident/accident. Kenilworth U3A 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. Kenilworth U3A only requests minimal information regarding members' next of kin which includes a name, telephone number and the details of their relationship to the member.

Balancing Test

The next of kin data requested are minimal and are only that which are required to make contact with the individual in question. Kenilworth U3A relies on its members to provide next of kin information and to make the individual aware that this information has been passed to the U3A and for what purposes it has been passed to the U3A. Kenilworth U3A 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 next of kin 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.

Through compilation of this assessment Kenilworth U3A considers that it has a legitimate interest to collect, hold and process members' next of kin information for specific activities. This document will be held by the Committee and communicated to the membership, as required. The assessment will be reviewed every 2 years in order to ensure that legitimate interest remains the most appropriate lawful basis for gathering this information.

Assessment of Need

Our assessment is that members will be requested to provide next of kin information to leaders of day trips and walking groups. If a member has a particular concern regarding their health, it would be in order for them to make a private arrangement with group leaders regarding next of kin information.

Drafted: 11th June 2018

Review date: XX/XX/2020