

Data Protection and the General Data



Protection Regulation (GDPR)

What is GDPR?

The General Data Protection Regulation (GDPR) came into effect in the UK on 25 May 2018 and replaced existing legislation (DPA)

What are the main changes from the DPA to the GDPR?

The main changes that affect all U3As are the requirements relating to the lawful basis for processing data and accountability. There are various bases that can be used to obtain data from U3A members including consent and contract. U3As need to be confident that they can substantiate the basis for collecting and processing the data and need to be able to communicate this to the membership.

What data do we currently gather?

Limebrook Maldon currently collects personal data about their members. This includes the information needed for membership purposes such as name, address, telephone number(s) and e-mail address.

If there is additional information that members are being asked for e.g ICE details and Gift aid information, the committee needs to consider what information they are asking members to provide and why. As mentioned previously as long as we can substantiate the basis for gathering the information and our members are aware of how their data will be processed then the requirements of GDPR for gathering this information are met.

Photographs

Photographs also constitute personal data and consent will need to be obtained for both taking and displaying photographs of the membership. Where group photographs are being taken it is sufficient to ask any members of the group who don't wish to be in the photograph to move out of shot.

A note to this effect will be published in the monthly Newsletter

Special categories of personal data

It is unlikely that U3As shall be gathering special categories of personal data. However, we may want to consider what, if anything, the U3A needs to record in relation to an individual member's physical or mental health or condition.

Accountability

The committee of Limebrook Maldon U3A will assume joint responsibility for how data is processed and managed.

Data Protection Principles

The principles stipulate how personal data should be processed. To the best of our knowledge and belief Limebrook Maldon U3A is fully compliant with the Data Protection principles as detailed on the following page:

Principle 1

Personal data must be processed lawfully, fairly, and in a transparent manner relating to individuals.

Principle 2

Personal data must be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with these purposes.

Principle 3

The collection of personal data must be appropriate for the purposes for which it is being collected.

Principle 4

Personal data held should be accurate and kept up to date.

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 information has been collected. NB: if/when we use Gift Aid we shall need to keep member information in line with the timeframes specified by HMRC.

Principle 6

Personal data must be processed in a manner that ensures appropriate security.

And finally

This leaflet is a brief summary of a document produced by U3A National Office. If you wish to look at the full document log on at www.u3a.org.uk , click on “advice” at the top of the page and then click again on Data Protection from the drop down list

This information leaflet, which will inform our Privacy and Data Protection policy documents, will be reviewed and if necessary revised in the light of further advice and guidance received from National Office

Thank you for reading this summary document. Members who would like further information or who wish to discuss any part of this document in more detail should contact Limebrook Maldon U3A either via the e-mail to be found on the Contact page of our website – <http://limebrooku3a.org.uk> – or by writing to The Secretary, Limebrook Maldon U3A, c/o 32 Tennyson Road, CM9 6BE.

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