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# Maidstone Invicta U3A (MIU3A) Legitimate Interest Assessment -Next of Kin/Emergency Contact

This legitimate interest assessment has been compiled in order to set out the reasons why MIU3A requests next of kin/emergency contact details, to ensure MIMIU3A complies with the relevant GDPR legislation. MIU3A does not routinely collect next of kin/emergency contact details unless they are required for a specific purpose (eg a trip or event). Members are encouraged to keep their next of kin/emergency contact details in the "Emergency Contact" space on the back of their membership card.

## Purpose Test

The reason that MIU3A requests contact details for members' next of kin/emergency contact is so that the committee and/or group coordinators know who to contact in the event of an emergency. MIU3A 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. MIU3A requests members to inform the person identified as your next of kin/emergency contact that you have provided their details to the MIU3A. For certain events and trips we may need to provide these details to a 3rd party. MIU3A will always make you aware where next of kin/emergency contact information is requested as to who information will be shared with.

## Necessity Test

The next of kin/emergency contact information provided by members would only be used in the event of a serious incident/accident. MIU3A 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. MIU3A only requests minimal information regarding members' next of kin/emergency contact which includes a name, telephone number and their relationship to the member.

## Balancing Test

The next of kin/emergency contact data requested is minimal and is only that which is required to make contact with the individual in question. MIU3A relies on its members to provide next of kin/emergency contact information and to make the individual aware that this information has been passed to the MIU3A and for what purposes it has been passed to MIU3A. MIU3A 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/emergency contact 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 MIU3A considers that it has a legitimate interest to collect, hold and process next of kin/emergency contact information. 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.