

Data Protection and Privacy Policy

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1. Scope of the policy

This policy applies to the work of Moseley, Kings Heath & District u3a (“MKHD u3a”). The policy sets out how MKHD u3a collects and processes members’ information under the General Data Protection Regulation (“GDPR”). The policy details how personal information will be collected, stored and managed in line with data protection principles and the GDPR. The policy is reviewed on an ongoing basis by the MKHD u3a Executive Committee members to ensure that MKHD u3a remains compliant with that Regulation. More information on the GDPR and its 6 principles can be seen at [Guide to GDPR](#).

MKHD u3a uses a database (“Beacon”), provided nationally by the u3a, to store its data. MKHD u3a’s use of this database discharges many of its GDPR responsibilities (for example, data security). MKHD u3a is unable to directly alter or adjust the functionality of Beacon.

2. MKHD u3a’s actions to comply with and implement the GDPR

Information stored and processed

Members of MKHD u3a will only be asked to provide information that is relevant for membership purposes or contacting emergency contacts in case of an emergency. This will include:

- Name
- Postal address
- Email address
- Telephone number (s)
- Gift Aid entitlement (not requested at the date of adoption of this policy)
- Emergency contact detail

Additional information (for example health related information) may be stored and processed but only with the consent of the member. When requesting this information, the member will be informed as to why this information is required and for what purpose it will be used.

MKHD u3a will only use personal information for the purposes of providing u3a services to its members. It will not use this information for any direct marketing.

Disclosure of information

MKHD u3a may disclose its members' personal information as follows:

- *internally to Executive Committee members and Interest Group Leaders to facilitate members' participation in U3A activities*
- *externally – to Beacon and to the national U3A for the purpose of direct mailing of the Trust magazines (Third Age Matters and Sources)*
- *to the Third Age Trust and TATTL (Third Age Trust Trading Limited) and their development partner APT Solutions Ltd to manage, develop and make improvements to the Beacon system. The TATTL Privacy Policy can be found on the National U3A website*
- *to a mailing company for posting Newsletters and other important documents when the member does not have email*
- *where there is a statutory duty to disclose it for legal or regulatory reasons*

The rights of individual members

MKHD u3a will endeavour to ensure that members' information is managed in such a way as to not infringe an individual members rights which include the right:

- *to be informed*
- *of access*
- *to rectification*
- *to erasure*
- *to restrict processing*
- *to data portability*
- *to object*

Lawful bases for storage and processing of personal information

MKHD u3a relies on the following lawful bases in storing and processing this information

- 1. Consent – members are asked to give their consent for their data to be stored and processed. In addition, members will be asked to provide consent for specific processing purposes such as the taking of photographs*
- 2. Contract – MKHD u3a uses this personal information to deliver services to and communicate with its members. This would include:*
 - Communicating with members about MKHD u3a events and activities*
 - IGLs communicating with group members about specific group activities*
 - Providing member information to the distribution company that sends out the Trust publication – Third Age Matters.*
 - Sending members information about Third Age Trust events and activities*
 - Communicating with members about their membership and/or renewal of their membership*
 - Communicating with members about specific issues that may have arisen during the course of their membership*
- 3. Legitimate interests – MKHD u3a collects emergency contact information without the consent of that emergency contact. It considers the use of this contact information in an emergency to be both a benefit to the member but also the emergency contact. It has carried out a Legitimate Interest assessment covering the storage and processing of this emergency contact data – see Appendix I.*

Data security

Personal information is held on the Beacon system and accessed by Executive Committee members and Interest Group Leaders as appropriate. Where an activity would make it impracticable to access this database (for example, during walking groups activities) emergency contact information may be securely stored outside of this system.

Accountability and governance

The MKHD u3a Executive Committee will endeavour to ensure that it and its members comply with the requirements of the GDPR. It will:

- raise awareness of this policy (and by implication the requirements of the GDPR) with its Executive Committee Members and Interest Group Leaders*
- stay up to date with GDPR guidance and practice within the u3a movement and will seek advice from the Third Age Trust National Office should any uncertainties arise*
- monitor the implementation of this policy (and by implication its compliance with GDPR)*
- endeavour to keep members' personal data up to date. It will give members an opportunity to refresh/update their personal information at any stage and annually through its membership renewal processes*
- delete personal information when it is no longer required. In most instances members information will only be retained whilst they are a member of MKHD u3a. The exception to this is where there are legal, accounting or insurance regulations that require information to be held for a longer period*
- Respond appropriately to data breaches (see "Data Breach Notification" below) and subject data requests (see "Subject Access Request" below)*

3. Photographs

Photographs are classified as personal data. Where group photographs are being taken members will be asked to step out of shot if they don't wish to be in the photograph. Otherwise, consent will be obtained from members for photographs to be taken and members will be informed as to where photographs will be displayed. Should a member wish at any time to remove their consent and to have their photograph removed then they should contact MKHD u3a to advise that they no longer wish their photograph to be displayed.

4. Subject Access Request

MKHD u3a members are entitled to request access to the information that is held by MKHD u3a. Although this request can come in any way, we would ask that it is sent, in writing, to the Membership Secretary. The request will be formally acknowledged and dealt with expediently (usually within one month) unless there are exceptional reasons why the request cannot be granted. MKHD u3a will provide a written response detailing all information held on the member. A record shall be kept of the date of the request and the date of the response.

MKHD u3a asks individuals to make a written request to the Membership Secretary should they wish to withdraw their consent for the u3a to hold their personal information. Such requests will usually be responded to within one month.

5. Data Breach Notification

When MKHD u3a becomes aware of a data breach it will take action to minimise any harm arising from that data breach. This will include ensuring that all MKHD u3a Executive Committee Members are made aware that a breach has taken place and how the breach occurred. The Executive Committee shall then seek to rectify the cause of the breach as soon as possible to prevent any further breaches. The Chair of MKHD u3a will notify u3a National Office of the breach as soon as practicable after it has occurred.. A discussion will take place between

the Chair and National Office as to the seriousness of the breach, action to be taken and, where necessary, the notification of the Information Commissioner's Office. The Executive Committee shall also contact the relevant u3a members to inform them of the data breach and actions taken to resolve the breach.

Where a MKHD u3a member feels that there has been a breach by the u3a, a MKHD Executive Committee member will ask the member to provide an outline of the breach. If the initial contact is by telephone, the Executive Committee member will ask the u3a member to follow this up with an email or a letter detailing their concern. The alleged breach will then be investigated by members of the Executive Committee who are not in any way implicated in the breach. The u3a member should also be informed that they can report their concerns to National Office if they don't feel satisfied with the response from MKHD u3a, their local u3a. Breaches will be subject to a full investigation, records will be kept and all those involved notified of the outcome.

6. Adoption

This policy was adopted by the Executive Committee of Moseley, Kings Heath & District u3a on

7. Review

This policy will be reviewed every 3 years following its adoption.

Signed: _____ Committee role _____

Appendix I

Legitimate interest assessment

The collection, storage and use of emergency contact information

MKHD u3a routinely collects emergency contact information through its membership application and renewal process. Members are asked to provide emergency contact information.

Those emergency contacts have not given consent to MKHD u3a for their information to be stored and used. However MKHD u3a believes that it has a legitimate interest in storing and using that information.

There are three elements to the “legitimate interests” basis, namely,

1. identify a legitimate interest;

Storing and using emergency contact information is not required by law but there is a clear benefit to members as it allows MKHD u3a to contact a nominated emergency contact in case of an accident or some other form of emergency. We consider this to be both a benefit to the member but also the emergency contact.

2. show that the processing is necessary to achieve it;

MKHD u3a has no other way of identifying emergency contact details and therefore the processing can be seen to be necessary. Importantly, the level of information requested is restricted to what is reasonably needed and does not capture additional information such as postal addresses.

3. balance it against the individual’s interests, rights and freedoms.

An emergency contact should only be contacted in an emergency. As such, an emergency contact would expect their data to be used in this way. MKHD u3a considers that contacting every emergency contact to seek their consent is likely to be disruptive to them. It suggests that members inform their emergency

contacts that they have nominated them to be emergency contacts for MKHD u3a.

MKHD u3a considers that it has satisfied these three elements in respect of emergency contact information. As such, MKHD u3a considers that it has a legitimate interest to storing and using emergency contact details and accordingly this storage and use complies with the GDPR.