

MUCH WENLOCK AND DISTRICT U3A POLICY BOOK

AGM			
Date of AGM	The AGM will be held in January each year	02-Dec-15	8.1
Electoral Procedures	<p>i) Where, at closure of the nomination period, there is more than one candidate for the election of officers, or more candidates than available seats on the Executive Committee, ballot papers for the contested positions will be produced and issued to members attending the AGM;</p> <p>ii) Where, following a call for nominations from the floor of the AGM, there is more than one candidate for the election of officers, or more candidates than available seats on the Executive Committee, voting will be by show of hands;</p> <p>iii) For officer posts only, where there are three or more candidates, election will proceed by exhaustive ballot, with the candidate with the lowest number of votes being eliminated in each round of voting until only two candidates remain. Where ballot papers have been issued, voters will be asked to order candidates in order of preference to allow votes to be transferred when candidates given higher preference by the voter have been eliminated. Where there is a show of hands, a new vote will be taken after each successive elimination of losing candidates;</p> <p>iv) For contested elections for committee posts, the successful candidates will be those receiving the highest number of votes, elected in order until the number of places available have been filled.</p>	30-Jan-17	14.1
Questions from members	Questions from members to the Executive Committee should be an agenda item at AGMs.	11-Jul-14	11.1

COMMITTEES			
Monthly Executive Committee Meetings	Executive Committee meetings should be held at least monthly.	18-Feb-13	6.1
Monthly Meeting Speakers List	An updated list of speakers for future meetings will be sent by the Talks Sub-Committee to Executive Committee members every six months.	5-Jun-17	8.1
New Members Officer	A New Members Officer should be appointed by the Executive Committee.	16-Jun-14	9.1
Talks Sub-Committee	A Talks Sub-committee will be appointed by the Executive Committee to organise speakers for monthly meetings and to deal with publicity matters.	11-Mar-13	9.3

COMMUNICATIONS			
Access to Membership Information	Access to individual membership information will be limited to the Secretary, Treasurer, Membership Secretary and Communications Lead. (NB The BEACON Membership system now allows access to be controlled with greater precision.)	11-Nov-13	7.1
Bulletin Frequency	A members' bulletin will be produced at least once a year.	9-Sep-13	6.5
Circulation of non-U3A related material to members	Non-U3A related material will only normally be circulated to members if it furthers the principles of the U3A. The Secretary will have discretion as to which information will be circulated.	1-Jun-15	7.2
Committee minutes on website	Committee minutes will be made available on the website.	11-Nov-13	6.2
Data protection	See Appendix A - Data Protection Policy	04-Jun-18	7.4
Group activity information	Group activity information will be included and updated on the website but not normally advertised in the Wenlock Herald. A list of groups will be made available in the library.	7-Oct-13	7.2
Group leader contact details	Group leader contact details will be circulated to members but not made publicly available or included on the website.	29-Feb-16	10.4
Membership card information	The membership card will be produced from the Beacon system. As a trial in 2018, a separate bookmark card will be made available to all members containing information on committee members, monthly meetings and activity groups.	08-Jan-18	4.2
Members without email addresses	Members without email addresses will: i) Receive a posted copy of all newsletters; ii) Receive at least twice-yearly posted information sheets on monthly meetings and event contacts and these will also be made available at monthly meetings; iii) Continue to be encouraged to find fellow members ("buddies") with email addresses willing to pass on information.	11-Jul-14	13.5
Privacy	See Appendix B - Privacy Policy	04-Jun-18	7.2

EQUIPMENT			
Loan of equipment outside U3A	The projector will not be made available outside U3A without the prior consent of the Executive Committee.	5-Jun-17	8.1
Loan of equipment to members	Members borrowing the projector will be required to sign an undertaking that they know how to operate it.	10-Mar-14	8.1

FINANCE			
Asset Register	Agreed to compile a U3A Asset Register in 2019.	05-Nov-18	6.2
Bank Account	Much Wenlock U3A's bank account will be move from The Cooperative Bank to Barclays Bank.	03-Jul-17	6.1
	The Social account will remain with The Cooperative Bank.	30-Oct-17	5.1
Cheque Books	More than one member of the Executive Committee should hold a cheque book.	07-Apr-14	9.2
Delegated Financial Authority	The Chairman and Treasurer will be given delegated authority to enter into financial obligations on behalf of the Executive Committee.	04-Jan-13	4(b)
Expense Claims	Expenses will be submitted on the agreed expenses form and can be approved by the Chairman or Treasurer, with any unusual claims being referred to the Executive Committee.	11-Mar-13	6.3
Financial Year	The financial year will be the same as the membership year (currently from 1 January to 31 December).	16-Jun-14	5.2
Gift Aid	Gift Aid relief on subscriptions will not be sought at present.	02-Oct-17	5.1
	Agreed to review in 2019.	05-Nov-18	6.2
Level of Reserves	At least £1000 should be kept in reserve in current assets and this should be reflected when budgeting for the year ahead.	AGM 11-Jan-17	11
Name of Bank Account	The main bank account will be set up with the name of "Much Wenlock U3A". The social account will be set up with the name of "Much Wenlock U3A Social".	04-Jan-13	4(c)
Payment of Subscription Fees	Members may pay subscription fees by cash, cheque, standing order or BACS transfer (from 1 Jan 2015).	01-Dec-14	5.2
	All payments must be paid at monthly meetings, posted directly to the Membership Secretary or paid electronically by Standing Order or BACS transfer.	05-Apr-18	4.2
Travel Expenses	Approved travel expenses by car can be claimed at the rate of 40p per mile.	04-Sep-17	7.3

GROUPS			
Closed Groups	Closed groups should compile waiting lists. Any members wishing to join a closed group will be encouraged to start a second group and will be assisted in doing so.	09-Apr-18	6.3
Full Groups	Where a group is full, the Group Leader should seek to facilitate the starting of a new group by encouraging a new group leader to start a second group.	27-Nov-17	8.1
Groups Fayre	A Groups Fayre will be held annually.	7-Apr-14	8.2
Self-sufficiency of Groups	Groups should be self-sufficient if possible, including arranging and booking venues.	11-Mar-13	11.2
Theatre Visits	The Executive Committee will seek to organise an annual theatre visit.	3-Jul-17	8.1

MEMBERSHIP			
Application by Post	Prospective members may apply by post by submitting an application form and the relevant payment to the membership secretary.	4-Jan-13	5(e)
Associate Members Fees	For full members of other U3As, the associate membership fee will be £10 for individual members, £20 for joint members (if both are full members of another U3A), and £25 for joint members (where one member is a full member of another U3A). This will include payment of the capitation fee for these members.	05-Nov-18	6.2
	No further discounts (e.g. half-year membership) will be offered to members of other U3As.	9-Sep-13	4.4
Audit of Members	A membership audit will take place in April each year.	2-Nov-16	4.3
BEACON Membership System	An application to join the BEACON Membership System will be made. (Membership records were transferred to the BEACON system in September 2017.)	24-Apr-17	5.4
Delegated Authority for Discounted Fees	The Executive Committee will have delegated authority to decide and publicise discounted rates for members who join during the membership year and those who are members of other U3As.	AGM 11-Jan-17	11
Disabled Members	Catering for the needs of disabled members is an agreed priority.	31-Aug-16	9.1
End-of-Year Fees and Subscription Periods	The subscription period of members joining after October 1 st in each year will include the following year, in addition to the remainder of the current year.	2-Oct-17	4.2
Fee Payable at Time of Application	Membership forms will not be accepted without payment of the relevant membership fee.	4-Jan-13	5(b)
Grace Period	An 8-week grace period will be given to members to renew membership before their membership lapses.	05-May-18	5.1

Individual Members Fee	Will be £15 per full year	17-Dec-12 (re-affirmed by AGMs 2013-2018)	3
Joint Members Fee	Will be £28 per full year	17-Dec-12 (re-affirmed by AGMs 2013-2018)	3
Lapsed Members Fees	Lapsed members who wish to rejoin will be required to pay the full fee for the year.	2-Nov-16	4.3
Membership Year	The membership year will run from 1 January to 31 December.	10-Dec-12	11
Numbered Membership	Membership will be numbered sequentially and the membership number will be included on the membership card and membership database.	4-Jan-13	5(c)
Reciprocal Membership	Members of other U3As cannot take part in Much Wenlock activity groups without payment but can join Much Wenlock U3A at a much reduced fee as an associate member.	29-Feb-16	5.1
Refund of Membership Fees	No refund of membership fees will be offered to those who resign membership.	7-Oct-13	4.1
Transferred Membership	Where a new member of Much Wenlock U3A has left another U3A, no negotiation regarding transfer of funds will take place.	16-Jan-13	4(c)

MONTHLY MEETINGS			
Activity Groups and Monthly Meetings	Wherever possible, activity groups and theatre trips should not take place on the same day as monthly meetings.	3-Jul-17	8.4
Admission Charge	No admission charge will be made to members at monthly meetings.	17-Dec-12	3
Alan Cavalier Memorial Talk	Each year a talk at a monthly meeting will be selected and introduced as being in memory of Alan Cavalier.	30-Jan-17	7.1
Charity Speakers	Charities will not be invited to address meetings unless the chosen speaker is from the charity concerned.	9-Sep-13	10.2
Contacting Speakers in Advance of Meeting	The speaker should be contacted in advance of the meeting day to confirm attendance and arrangements.	3-Jul-17	8.3
Expenses of Speakers	All speakers (including U3A members) are entitled to claim an appropriate level of expenses.	29-Feb-16	3.1
Refreshment Charges	No charges will normally be made for refreshments at monthly meetings.	2-Nov-15	5.2
Second Speakers	If a second speaker is invited to a monthly meeting they will be asked to speak before the tea-break.	5-May-15	9.4
Speakers who are U3A Members	All speakers will be asked if they are members of a U3A (in which case they may claim expenses but should not charge a fee).	1-Feb-16	8.2
Use Of Microphone	All speakers will be asked to use a microphone.	2-Nov-15	11.2
Use of Stage	Speakers will be asked in advance if they wish the stage to be assembled for their use.	27-Mar-17	6.3

NON-MEMBERS			
Insurance Disclaimer	An insurance disclaimer will be given to any non-members consistently attending U3A group activities.	9-Jan-2017	6.1
Monthly Meeting Charges	Non-members will be charged £2 for guest admission to monthly meetings. Members of other U3As will not be charged if they show their membership card.	10-Mar-14	7.1
Monthly Meetings - Information for Guests	Guest visitors to monthly meetings will be given written information on U3A activities.	07-Aug-17	8.2
Wheatlands Residents	Residents of Wheatlands Care Home will be invited to monthly meetings free of charge.	2-Feb-15	14.3

Much Wenlock & District U3A Data Protection Policy

Scope of the policy

This policy applies to the work of Much Wenlock & District U3A. The policy sets out the requirements that Much Wenlock & District U3A has to gather information for membership purposes. The policy details how personal information will be gathered, stored and managed in line with data protection principles and the General Data Protection Regulation. The policy is reviewed on an ongoing basis by Much Wenlock & District U3A trustees to ensure that we are compliant. This policy should be read in tandem with Much Wenlock & District U3A's Privacy Policy.

A U3A member serving on the Executive Committee automatically becomes a trustee of the Much Wenlock and District U3A. The term trustee is used as appropriate in this formal document.

Why this policy exists

This data protection policy ensures Much Wenlock & District U3A:

- Complies with data protection law and follows good practice
- Protects the rights of members
- Is open about how it stores and processes members data
- Protects itself from the risks of a data breach

General guidelines for trustees and group leaders

- The only people able to access data covered by this policy should be those who need to communicate with or provide a service to the Much Wenlock & District U3A members.
- Much Wenlock & District U3A will provide induction training to trustees and group leaders to help them understand their responsibilities when handling data.
- Trustees and group leaders should keep all data secure, by taking sensible precautions and following the guidelines below.
- Strong passwords must be used and they should never be shared.
- Data should not be shared outside of the U3A unless with prior consent and/or for specific and agreed reasons. Examples would include Gift Aid information provided to HMRC or information provided to the distribution company for the Trust publications.
- Member information should be refreshed periodically to ensure accuracy, via the membership poll process or when policy is changed.
- Additional support will be support from the Third Age Trust where uncertainties or incidents regarding data protection arise.

Data protection principles

The General Data Protection Regulation identifies key data protection principles:

Principle 1 - Personal data shall be processed lawfully, fairly and in a transparent manner

Principle 2 - Personal data must be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.

Principle 3 - The collection of personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

Principle 4 – Personal data held should be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

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 data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;

Principle 6 - Personal data must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Lawful, fair and transparent data processing

Much Wenlock & District U3A requests personal information from potential members and members for membership applications and for sending communications about their involvement with the U3A. The forms used to request personal information will contain a privacy statement informing potential members and members as to why the information is being requested and what the information will be used for. The lawful basis for obtaining member information is due to the contractual relationship that the U3A has with individual members. In addition members will be asked to provide consent for specific processing purposes. U3A members will be informed as to who they need to contact should they wish for their data not to be used for specific purposes for which they have provided consent. Where these requests are received they will be acted upon promptly and the member will be informed as to when the action has been taken.

Processed for specified, explicit and legitimate purposes

Members will be informed as to how their information will be used and the trustees of Much Wenlock & District U3A will seek to ensure that member information is not used inappropriately. Appropriate use of information provided by members will include:

- Communicating with members about Much Wenlock & District U3A events and activities
- Group leaders communicating with group members about specific group activities
- Consent will be sought in order to add members details to the direct mailing information for the Third Age Trust magazines – Third Age Matters and Sources
- 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

Much Wenlock & District U3A will ensure that group leaders are made aware of what would be considered appropriate and inappropriate communication. Inappropriate communication would include sending U3A members marketing and/or promotional materials from external service providers.

Much Wenlock & District U3A will 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
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object

Adequate, relevant and limited data processing

Members of Much Wenlock & District U3A will only be asked to provide information that is relevant for membership purposes. This will include:

- Name (and, optionally, “known as” name)
- Postal address
- Email address
- Telephone and/or mobile number
- Gift Aid entitlement

Where additional information may be required, such as health related information, this will be obtained with the consent of the member who will be informed as to why this information is required and the purpose that it will be used for.

Where Much Wenlock & District U3A organises a trip or activity that requires next of kin information to be provided, a legitimate interest assessment will have been completed in order to request this information. Members will be made aware that the assessment has been completed.

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 in order 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 any trustee through the website contact page to advise that they no longer wish their photograph to be displayed.

Accuracy of data and keeping data up-to-date

Much Wenlock & District U3A has a responsibility to ensure members' information is kept up to date. Members will be informed to let the Membership Secretary know if any of their personal information changes. In addition, on an annual basis, the membership poll process will provide an opportunity for members to inform Much Wenlock & District U3A as to any changes in their personal information.

Accountability and governance

The U3A trustees, in the form of the Executive Committee, are responsible for ensuring that the U3A remains compliant with data protection requirements and can evidence that it has. Where consent is required for specific purposes then evidence of this consent (either electronic or paper) will be obtained and retained securely. The U3A trustees will ensure that new members joining the Committee receive an induction into the requirements of GDPR and the implications for their role. Much Wenlock & District U3A will also ensure that group leaders are made aware of their responsibilities in relation to the data they hold and process. Trustees shall also stay up to date with guidance and practice within the U3A movement and shall seek additional input from the Third Age

Trust National Office should any uncertainties arise. The Executive Committee as a whole will review data protection and who has access to information on a regular basis, as well as reviewing what data is held. When trustees and Group leaders relinquish their roles, they will be asked to either pass on data to those who need it and/or delete data.

Secure Processing

Much Wenlock & District trustees collectively have a responsibility to ensure that data is both securely held and processed. This will include:

- Trustees using strong passwords
- Trustees not sharing passwords
- Restricting access of sharing member information to those on the Executive Committee who need to communicate with members on a regular basis
- Using password protection on laptops and PCs that contain personal information
- Using password protection or secure cloud systems when sharing data between trustees and/or group leaders
- Paying for firewall security to be put onto trustees' laptops or other devices.

Subject Access Request

U3A members are entitled to request access to the information that is held by Much Wenlock & District U3A. The request needs to be received in the form of a written request to the Membership Secretary of the U3A. On receipt of the request, the request will be formally acknowledged and dealt with expediently (the legislation requires that information should generally be provided within one month) days unless there are exceptional circumstances as to why the request cannot be granted. Much Wenlock & District 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.

Data Breach Notification

Were a data breach to occur action shall be taken to minimise the harm. This will include ensuring that all Much Wenlock & District trustees are made aware that a breach has taken place and how the breach occurred. The Committee shall then seek to rectify the cause of the breach as soon as possible to prevent any further breaches. The Chair of the U3A shall contact National Office within 24 hours of the breach occurring to notify of the breach. 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 Information Commissioner's Office would be notified. The Committee shall also contact the relevant U3A members to inform them of the data breach and actions taken to resolve the breach.

Where a U3A member feels that there has been a breach by the U3A, a trustee will ask the member to provide an outline of the breach. If the initial contact is by telephone, the trustee 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 those trustees who are not in any way implicated in the breach. Where the committee needs support or if the breach is serious they should notify National Office. 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 the U3A. Breach matters will be subject to a full investigation, records will be kept and all those involved notified of the outcome.

Policy review date: 06/2018

Much Wenlock & District U3A Privacy Policy

Much Wenlock and District U3A treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

A U3A member serving on the Executive Committee automatically becomes a trustee of the Much Wenlock and District U3A. The term trustee is used as appropriate in this formal document.

What personal information do we collect?

When you express an interest in becoming a member of Much Wenlock U3A you will be asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone and/or mobile numbers
- type of membership
- the option to provide a "known as" name to enable less formal communications

How do we collect this personal information?

All the information collected is obtained directly from you. This is usually at the point of your initial registration. The information will be collected via membership forms. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with the U3A. In order to inform you about the groups, activities and events that you can access as a member we need to store and process a certain amount of personal data.

How do we use your personal information?

We use your personal information:

- To provide our U3A activities and services to you
- For administration, planning and management of our U3A
- To communicate with you about your group activities
- To monitor, develop and improve the provision of our U3A activity

We'll send you messages by email, post, other digital methods and telephone to advise you of U3A activities.

Who do we share your personal information with

We may disclose information about you, including your personal information

- Internally - to trustees and group leaders – as required to facilitate your participation in our U3A activities;
- Externally – with your consent for products or services such as direct mailing for the Trust magazines – Third Age Trust and Sources;
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the U3A we will seek your consent and inform you as to who the information will be shared with and for what purpose.

How long do we keep your personal information

We need to keep your information so that we can provide our services to you. In most instances information about your membership will not be stored for longer than three years after you cease to be an active member. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved. Where this is the case member/s will be informed as to how long the information will be held for and when it is deleted.

How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, member's need to inform the U3A as to any changes to their personal information. You can do this by contacting the Membership Secretary by email through the MW &D web site contact page, or by post to 48 Hunters Gate, Much Wenlock TF13 6BW. On an annual basis you will have the opportunity to update your information, as required, via the annual membership poll. Should you wish to view the information that the U3A holds on you, you can make this request by contacting the Membership Secretary – as detailed above, or email Neil Lloyd at nelloyd@outlook.com. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

How do we store your personal information

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use or modification. All membership information is held on Beacon, a U3A developed and professionally managed database. Your data is accessed by only by trustees that need it to perform their role, i.e. Treasurer, Membership Secretary, Communications lead, Groups Coordinator and Site Administrator. *We adopt a principle of giving trustees the minimum amount of access needed to perform their stated role.* Group Leaders may be given access to contact details for their group members on request.

Availability and changes to this policy

This policy is available on the Much Wenlock and District U3A website. This policy may change from time to time. If we make any material changes we will make members aware of this at the monthly members' meetings and by a general email.

Contact

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact us through the web site, or Neil Lloyd on email as above, or tel 01952 728302.