

Newport (Shropshire) U3A

Policy: General Data Protection Regulation

The GDPR was updated (as the Data Protection Act) in 1998. It sets out rules for use and storage of individuals' data and the rights of those individuals regarding their data. The law covers all methods of storing personal data which includes e.g. name, address, telephone number, email address.

A) GDPR basic principles are that information must be:

- 1 Used fairly and lawfully
- 2 Used for limited, specifically stated purposes
- 3 Used in a way that is adequate, relevant and not excessive
- 4 Accurate
- 5 Retained for no longer than absolutely necessary (max. 6months)
- 6 Handled sensitively, according to data protection rights (see below)
- 7 Kept safe and secure

[The rights of individuals \(Principle 6\) | ICO <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/>](https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/)

B) Our U3A collects information as members register and re-register on an annual basis. Specific appointments, e.g. the Membership Secretary, co-ordinates and stores this personal data. Group Leaders may also obtain personal data in the course of running their groups. Any member validly holding personal data is regarded as Data Custodians.

- 1 Data Custodians must ensure that data is securely stored and adequately protected against loss or compromise.
- 2 They must not keep such data longer than necessary and it must be kept up-to-date. Data for members who do not renew must be removed within 6 months.
- 3 Data must be used only for the specific reasons for which it was collected.
- 4 They may not give this data to anyone else without the member's permission, preferably written.
- 5 Individuals are entitled to find out what information is held about them. **The committee will respond to any such request.**

To be reviewed annually at the January committee meeting or when an amendment to the GDPR is notified

Proposed by: F Jones

Seconded by: A Blake

Date of review/GDPR amendment: 15/01/19