

U3A Redditch - Committee Members' Responsibilities

These should be read in conjunction with the section on the National Website entitled Committee Responsibilities (Accessed via the Advice link)

The primary responsibility of the U3A Redditch committee member is to represent and uphold the interests of the membership as a whole and of any individual member who may approach them.

They should make themselves familiar with the policies adopted by Redditch U3A and act in accordance with their principles and their guidance. They should review those policies as part of the committee at the designated intervals.

- 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 Redditch U3A members.
- Redditch U3A will provide induction training to committee members and interest group leaders to help them understand their responsibilities when handling data.
- Committee Members and interest 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, such as information provided to the distribution company for the Trust publications.
- Member information should be refreshed periodically to ensure accuracy, via the membership renewal process or when policy is changed.
- Additional support may be sought from the Third Age Trust where uncertainties or incidents regarding data protection arise

Members will be informed as to how their information will be used and the Committee of Redditch U3A will seek to ensure that member information is not used inappropriately.

The Privacy Policy

The privacy policy sets out how we will deal with members' 'personal information', that is, information that could identify, or is related to the identity of, an individual. It makes clear that such data may be made available to committee members only to facilitate an individual's participation in U3A activities.

The Safeguarding Policy

This Policy and Procedure is written to enable the Committee to act appropriately whenever possible or where instances, or allegations of, actual abuse or neglect comes to their attention. Detailed procedures are outlined in the policy. It will be monitored annually and reviewed every five years.

New Interest Group Leaders.

Committee members will direct potential new interest group leaders to the guidance document.