

## Appendix 1 Data Protection and Privacy

### 12.4 Introduction

All Convenors should be familiar with the RV u3a policies and statements on Data Protection and Privacy. These can be found on the RV u3a website at: <https://u3asites.org.uk/rodingvalley/page/95744> or [Roding Valley u3a: Data Protection and Privacy Policies \(u3asites.org.uk\)](https://u3asites.org.uk/rodingvalley/page/95744)

### 12.5 Summary Of Data Protection and Privacy Rules

The following table provides a summary of the RV u3a data protection guidelines.

<ul style="list-style-type: none"><li>• The only people able to access a member's data should be those who need to communicate with or provide a service to that member.</li></ul>
<ul style="list-style-type: none"><li>• Roding Valley u3a will provide induction training to Committee Members and Convenors to help them understand their responsibilities when handling data.</li></ul>
<ul style="list-style-type: none"><li>• Committee Members and Convenors should keep all data secure, by taking sensible precautions and following the Roding Valley u3a policies.</li></ul>
<ul style="list-style-type: none"><li>• Strong passwords must be used, and they should never be shared.</li></ul>
<ul style="list-style-type: none"><li>• 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.</li></ul>
<ul style="list-style-type: none"><li>• Member information should be refreshed periodically to ensure accuracy.</li></ul>
<ul style="list-style-type: none"><li>• Members permission must be obtained, before their photographs or full names are used for publicity materials</li></ul>

Additional support will be available from the Third Age Trust where uncertainties or incidents regarding data protection arise.