



# Rye and District U3A

## Code of Practice

for

### Committee Members and Group Co-ordinators on *General Data Protection Regulations Compliancy*

As of 25<sup>th</sup> May 2018 all organisations holding personal data on individuals are required to be GDPR compliant. This means that we have to adopt a code of practice to ensure the safe storage, appropriate use and protection of any data we hold on our members. They will have the right to know what data we hold on them and how we use it. For the purposes of this code of practice, in our U3A context data is any contact details we hold on our members, i.e. email and postal addresses and phone numbers. We do not need to hold any other details such as health or bank details.

Compliance with the regulations is very much down to common sense and normal computer security so we have drawn up a list of suggestions on how we can all be GDPR compliant. We ask that you read them and agree to abide by the code of practice and that you sign to say you will do so.

1. All computers used to hold U3A members' contact details should be password protected. Hard copy details (eg address books, group lists) should be kept in a safe place. Email accounts should also be password protected.
2. Extra care should be taken with mobile devices (eg smart phones, laptops) and these should be also be password protected.
3. No members' data should be shared with a third party without their consent (eg don't forward an email from anyone or hand out telephone numbers without their permission).
4. It is best practice to use BCC (blind copy) when sending out group emails – and if you put your own email address in the address line no-one's email is revealed. This protects addresses from being logged into computer contact lists and being put at risk if an email account is hacked.
5. If your email account is hacked please let a member of the committee know as soon as possible, let members of your group know and change the password on your account.
6. At least once a year contact all group members on your contact list to ask them to let you know **by a set date** that they still wish to receive group information. If they do not respond please delete/shred all their details (and tell them this is going to happen).
7. Information must not be kept longer than necessary so please periodically check and delete/shred any obsolete data you may have stored.
8. If you take any photos of your group activities please make sure that everyone is aware these photos may be used for public display (website, minimag etc) and that they give their permission (verbally) for this to happen.

Rye and District U3A have a data protection policy and a privacy policy. Please make sure you have read these. If any members of your group have concerns about data protection, please refer them to these documents (available on the website or from the secretary).