

U3A in Scotland Legitimate Interest Assessment – Emergency Contact

This legitimate interest assessment has been compiled in order to set out the reasons why U3A in Scotland requests emergency contact details.

Purpose Test

The reason that U3A in Scotland requests emergency contact details for U3A members is so that the committee know who to contact in the event of an emergency. U3A in Scotland has a duty of care to members of its Member U3As. In order to ensure your safety we need to be able to contact someone who can meet your welfare needs in the event of an incident/accident. U3A in Scotland requests U3A members to inform the person identified as your emergency contact that you have provided their details to U3A in Scotland. For certain events we may need to provide these details to a third party. You will be made aware with whom emergency contact information will be shared if it is to be shared outside of U3A in Scotland.

Necessity Test

The emergency contact information provided by U3A members would only be used in the event of a serious incident/accident. U3A in Scotland would use the information to contact someone who may need to collect the relevant member, support the relevant member or liaise, on behalf of the relevant member, with a third party provider such as a medical professional. U3A in Scotland only requests minimal information, including name and telephone number, of a U3A member's emergency contact.

Balancing Test

The emergency contact data requested is minimal and is only that which is required to make contact with the individual in question. U3A in Scotland relies on members of its Member U3As to provide emergency contact information and to make the individual aware that this information has been passed to U3A in Scotland and for what purposes. U3A in Scotland will hold this information securely and it will only be accessed by those who need to see it. The information provided will only be used to contact the U3A member's emergency contact where an incident or accident occurs that requires someone to take responsibility for the member in question. The data will not be processed for any other purposes.

Through compilation of this assessment U3A in Scotland considers that it has a legitimate interest to collect, hold and process emergency contact information. This document will be held by the Committee and communicated to Member U3As, as required. The assessment will be reviewed every 2 years in order to ensure that legitimate interest remains the most appropriate lawful basis for gathering this information.

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Review date: 21/10/2021- reviewed on 1.2.2022 next review date February 2025

This document is available on the U3A in Scotland website: <https://u3asites.org.uk/scotland>