

Data Protection and Privacy Policy:

Scunthorpe & District U3A

1. Introduction

In accordance with the General Data Protection Regulation which came into force on 25th May 2018, UK Data Protection Act 2018 and other current legislation this document sets out the approach of Scunthorpe & District U3A to the collection, use and management of the personal data of its members under the following headings:

- The data we collect and in what way
- How the data are stored and who has access to them
- Sharing the data
- Purpose for which the data are used
- Data removal and archiving

2. The data we collect and in what way

- i) On becoming a member of Scunthorpe & District U3A individuals are asked to complete an application form and to supply name and email address, a residential address and telephone number.
- ii) The information is entered onto databases which are kept by the Membership Secretary and updated either through the annual membership renewal process or as new data are made available throughout the year (e.g. change of email or residential address).

3. How the data are stored and who has access to them

- i) The Membership Secretary and essential Trustees of Scunthorpe & District U3A have access to the personal data of members of Scunthorpe & District U3A. Access is only given to that data which is necessary for a particular purpose.
- ii) The records held are held securely and backed up regularly..
- iii) Paper application forms are kept by the Membership Secretary once data have been entered on to the spreadsheet. These will be kept in accordance with Section 6, Paragraph (iv).

Data Protection and Privacy Policy:

4. Sharing the data

- i) The complete data set is shared solely between the Membership Secretary and Trustees as described above.
- ii) Limited information may be shared with Interest Group leaders to support the running of a group. Members will be asked if they are happy for the group leader to share contact details across the group to facilitate meetings and enhance the running of the group.
- ii) Personal information included within the data set will not be shared with any third party unless Scunthorpe & District U3A are obliged to do so by law or ordered to do so by a court.
- iii) From time to time it might be necessary to share the personal data of one member of Scunthorpe & District U3A with another for the smooth running of the U3A. This could be, for example, to arrange transport to a concert of one member by another.
- iv) Scunthorpe & District U3A may need to share data with an emergency contact.

5. Purpose for which the data are used

- i) The data are held and processed on the basis of legitimate interest.
- ii) The data are used primarily as a vehicle for disseminating information about Scunthorpe & District U3A and its activities.
- iii) Member information is shared with a third party processor for the supply of the Trust publication - Third Age Matters (TAM). Each member has a choice as to whether they opt to receive this publication.

6. Data removal, access and archiving

- i) A member who fails to renew his/her membership is kept on the membership database for one further year.
- ii) If a member fails to renew his/her membership after this further year, his/her data are removed from the membership database to an archive list for a further two years. The archive list is used solely for the purposes dictated by law. The Treasurer is required to keep limited information for up to 7 years in line with accepted practice.
- iii) A member may ask to see and have his/her data updated, corrected, amended or removed at any time.
- iv) Paper records are kept in a secure place and in line with paragraph (ii) of this paragraph.

Data Protection and Privacy Policy:

- v) Committee members who change or leave their role will be asked to securely delete any records or database copies that they hold at the end of their term of office.

7. Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Membership Secretary (Data Controller) shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the Information Commissioner's Office. Individual members will be advised of any actual breach.

Review date: September 2024 - At the committee meeting following the 2024 AGM and every two years after that.

Further useful guidance and advice can be found by visiting the Information Commissioner's Website ico.org.uk