



# **Spelthorne U3A K2 Legitimate Interest Assessment - Emergency Contact – Issue 1.**

*(Registered Charity No. 1110936)*

This legitimate interest assessment has been compiled in order to set out the reasons why Spelthorne U3A K2 requests emergency contact details.

## **Purpose Test.**

The reason that Spelthorne U3A K2 requests contact details for a member's emergency contact is so that the Committee and/or Group Leaders know who to contact in the event of an emergency. Spelthorne U3A K2 has a duty of care to its membership. 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 or accident. Spelthorne U3A K2 requests members to inform the person identified as your emergency contact that you have provided their details to Spelthorne U3A K2. For certain events and trips, we may need to provide these details to a third party. You will be made aware of who this emergency contact information will be shared with if it is to be shared outside of Spelthorne U3A K2.

## **Necessity Test.**

The emergency contact information provided by members would only be used in the event of a serious incident or accident. Spelthorne U3A K2 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. Spelthorne U3A K2 only requests minimal information regarding members' emergency contact which includes a name, telephone number and the details of their relationship to the member.

## **Balancing Test.**

The emergency contact data requested is minimal and is only that which is required to make contact with the individual in question. Spelthorne U3A K2 relies on its members to provide emergency contact information and to make the individual aware that this information has been passed to Spelthorne U3A K2 and for what purposes it has been passed to Spelthorne U3A K2. Spelthorne U3A K2 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 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 Spelthorne U3A K2 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 the membership 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.

*Adopted: 02/02/2024*

*Review date: 02/02/2026*