

## Legitimate Interest Assessment – Emergency Contact

This Legitimate Interest Assessment has been compiled in order to set out the reasons why Stubbington u3a requests emergency contact details.

### Purpose Test

Stubbington u3a has a duty of care to its membership and in order to ensure their safety we need to be able to contact someone who can meet the welfare needs in the event of an incident/accident. Stubbington u3a requests members to inform the person identified as the emergency contact that they have provided their details to the u3a. For certain events and trips we may need to provide these details to a 3rd party.

### Necessity Test

The emergency contact information provided by members would only be used in the event of a serious incident/accident where they are involved. Stubbington u3a would use the information to contact someone who may need to collect or support the member or liaise with a third party provider such as a medical professional. Stubbington u3a only requests minimal information regarding members' emergency contact which includes a name, telephone number and their relationship to the member.

### Balancing Test

The emergency contact information requested is minimal and is only that which is required to make contact with the individual in question. Stubbington u3a 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 when an incident or accident occurs that requires someone to take responsibility for a member. The information will not be processed for any other purposes.

Through compilation of this Assessment Stubbington u3a 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, only 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.

Drafted: 21 January 2021

Review date: 31 March 2023