

## Legitimate Interest Guidelines – Emergency Contact

These legitimate interest guidelines have been compiled in order to set out the reasons why Stubbington u3a requests emergency contact details.

### Purpose

Stubbington u3a has a duty of care to its membership and 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. Stubbington u3a requests members to inform the person identified as your emergency contact that you have provided their details to the u3a. For certain events and trips we may need to provide these details to a 3rd party.

### Necessity

The emergency contact information provided by members would only be used in the event of a serious incident/accident where you are involved. Stubbington u3a would use the information to contact someone who may need to collect you, support you or liaise on your behalf 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 you.

### Data Protection

Stubbingtonu3a 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 you. The information will not be processed for any other purposes.

Through compilation of these Guidelines 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, as required. The Guidelines will be reviewed every 3 years in order to ensure that legitimate interest remains the most appropriate lawful basis for gathering this information.

Reviewed: 25 January 2023  
Next Review date: 31 March 2026