

# **Thatcham U3A Legitimate Interest Assessment – Next of Kin / Emergency Contact**

This legitimate interest assessment has been compiled in order to set out the reasons why Thatcham u3a requests next of kin details.

## **Purpose Test**

The reason that Thatcham u3a requests contact details for members' next of kin is so that the group conveners know who to contact in the event of an emergency. Thatcham 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. Thatcham u3a requests members to inform the person identified as your next of kin 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. Thatcham u3a will always make you aware where next of kin information is requested as to who information will be shared with.

## **Necessity Test**

The next of kin information provided by members would only be used in the event of a serious incident/accident. Thatcham u3a 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. Thatcham u3a only requests minimal information regarding members' next of kin which includes a name, telephone number and the details of their relationship to the member.

## **Balancing Test**

The next of kin data requested is minimal and is only that which is required to make contact with the individual in question. Thatcham u3a relies on its members to provide next of kin information and to make the individual aware that this information has been passed to the u3a and for what purposes it has been passed to the u3a. Thatcham 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 to contact the next of kin 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 Thatcham u3a considers that it has a legitimate interest to collect, hold and process next of kin 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.

Reviewed: Nov 2022

Next review Nov 2023