

Legitimate Interest – ICE (In Case of Emergency)

1 Introduction

This legitimate interest assessment has been compiled to set out the reasons why Torbay u3a processes ICE information.

2 Purpose Test

2.1 The reason Torbay u3a requests ICE information is so the committee and/or group leaders know who to contact in the event of an emergency.

2.2 Torbay u3a has a duty of care to its membership, and 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.

2.3 Torbay u3a requests members to inform your group leader the details of the person identified as your ICE contact. The information you provide is optional. If you do not provide it, it will not prevent you from taking part in the activity, but we may not know who to contact in case of an emergency.

2.4 For certain events and trips, we may need to provide these details to a third-party. When ICE numbers are requested by a third party, your group leader will always tell you.

3 Necessity Test

3.1 The ICE information provided by members would only be used in the event of a serious incident/accident. Torbay 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.

3.2 Torbay u3a only requests minimal information, which includes the contact's name, their relationship to the member, their telephone number and email address.

3.3 It is the member's responsibility to ensure that the ICE contact details are kept up to date.

4 Balancing Test

4.1 ICE data requested is minimal, enabling contact to be made with the individual in question. Torbay u3a relies on its members to provide ICE information and to make the individual aware that this information has been passed on to Torbay u3a and the reason it is required.

4.2 Torbay 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 make 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.

4.3 Through compilation of this assessment, Torbay u3a considers that it has a legitimate interest to collect, hold and process ICE data. This document will be held by the committee and communicated to the membership, as required. The assessment will be reviewed every 2 two years to ensure that legitimate interest remains the most appropriate lawful basis for gathering this information.

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