

Data Protection Policy

Scope of the policy

This policy applies to the work of **Torfaen u3a**. The policy sets out the requirements that **Torfaen u3a** has to gather information for membership purposes. The policy details how personal information will be gathered, stored and managed in line with data protection principles and the General Data Protection Regulation. The policy is reviewed on an ongoing basis by **Torfaen u3a** committee members to ensure that we are compliant. This policy should be read in tandem with **Torfaen u3a's Privacy Policy**.

Why this policy exists

This data protection policy ensures that **Torfaen u3a**:

- Complies with data protection law and follows good practice
- Protects the rights of members
- Is open about how it stores and processes members' data
- Protects itself from the risks of a data breach

General guidelines for committee members and group conveners

- The only people able to access data covered by this policy should be those who need to communicate with or provide a service to the **Torfaen u3a** members.
- **Torfaen u3a** will provide induction training to committee members and group conveners to help them understand their responsibilities when handling data.
- Committee Members and group conveners should keep all data secure, by taking sensible precautions and following the guidelines below.
- Strong passwords must be used and they should never be shared.
- Data should not be shared outside of the u3a unless with prior consent and/or for specific and agreed reasons. Examples would include Gift Aid information provided to HMRC or information provided to the distribution company for the Trust publications.
- Member information should be refreshed periodically to ensure accuracy, via the membership renewal process or when policy is changed.
- Additional support will be available from the Third Age Trust where uncertainties or incidents regarding data protection arise.

Data protection principles

The General Data Protection Regulation identifies key data protection principles:

Principle 1 - Personal data shall be processed lawfully, fairly and in a transparent manner

Principle 2 - Personal data must be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.

Principle 3 - The collection of personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

Principle 4 – Personal data held should be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

Principle 5 – Personal data must be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;

Principle 6 - Personal data must be processed in accordance with a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Lawful, fair and transparent data processing

Torfaen u3a requests personal information from both potential and current members for membership applications and for sending communications about their involvement with the u3a. The forms used to request personal information will contain a privacy statement informing potential and current members why the information is being requested and how the information will be used. The lawful basis for obtaining member information is because of the contractual relationship that **Torfaen u3a** has with its individual members. In addition members will be asked to provide consent for specific processing purposes. **Torfaen u3a** members will be informed who to contact should they wish their data not to be used for purposes for which they have provided consent. Where these requests are received they will be acted upon promptly and the member will be informed when the action has been taken.

Processed for specified, explicit and legitimate purposes

- Members will be informed how their information will be used and the Committee of Torfaen u3a will seek to ensure that member information is not used inappropriately. Appropriate use of information provided by members will include:
 - Communicating with members about **Torfaen u3a** events and activities
 - Group conveners communicating with group members about specific group activities
 - Consent will be sought in order to add members details to the direct mailing information for the Third Age Trust magazine Third Age Matters
 - Sending members information about Third Age Trust events and activities
 - Communicating with members about their membership and/or renewal of their membership
 - Communicating with members about specific issues that may have arisen during the course of their membership

Torfaen u3a will ensure that group conveners are made aware of what would be considered appropriate and inappropriate communication. Inappropriate communication would include sending u3a members marketing and/or promotional materials from external service providers.

Torfaen u3a will ensure that members' information is managed in such a way as to not infringe an individual member's rights which include the right:

- to be informed
- of access
- to rectification
- to erasure
- to restrict processing
- to data portability
- to object

Adequate, relevant and limited data processing

Members of **Torfaen u3a** will only be asked to provide information that is relevant for membership purposes. This will include:

- Name
- Postal address
- Email address
- Telephone number
- Gift Aid entitlement

Where additional information (such as health related information) may be required, this will be obtained with the consent of the member who will be informed why this information is required and the purpose for which it will be used.

Where **Torfaen u3a** organises a trip or activity that requires next of kin information to be provided, a legitimate interest assessment will have been completed. Members will be made aware that the assessment has been completed..

Photographs

Photographs are classified as personal data. Where group photographs are being taken members will be asked to step out of shot if they don't wish to be in the photograph. Otherwise consent will be obtained from members, who will be informed where photographs will be displayed. Should a member wish to remove their consent and have their photograph removed they should contact the original photographer.

Accuracy of data and keeping data up-to-date

Torfaen u3a has a responsibility to ensure that members' information is kept up to date. Members will be advised to let the **Membership Secretary** know if any of their personal information changes. In addition, the annual membership renewal process will provide an opportunity for members to inform **Torfaen u3a** of any changes in their personal information..

Accountability and governance

Torfaen u3a Committee is responsible for ensuring that **Torfaen u3a** remains compliant with data protection requirements and to provide evidence of this. Where consent is required for specific purposes then evidence of this (either electronic or paper) will be obtained and retained securely. **Torfaen u3a Committee** will ensure that new Committee members receive an induction into the requirements of GDPR and the implications for their role.

Torfaen u3a will also ensure that group conveners are made aware of their responsibilities in relation to the data that they hold and process.

Committee Members shall also stay up to date with guidance and practice within the u3a movement and shall seek additional input from the Third Age Trust National Office should any uncertainties arise. The Committee will review data protection and who has access to information on a regular basis as well as reviewing what data is held. When Committee Members and Group

Conveners relinquish their roles, they will be asked to either delete data or pass it on to those who need it.

Secure Processing

Torfaen u3a Committee Members have a responsibility to ensure that data is both securely held and processed. This will include:

- Committee members using strong passwords
- Committee members not sharing passwords
- Restricting access of sharing member information to those on the Committee who need to communicate with members on a regular basis
- Using password protection on laptops and PCs that contain personal information
- Using password protection or secure cloud systems when sharing data between committee members and/or group conveners
- Paying for firewall security to be put onto Committee Members' laptops or other devices where necessary.

Subject Access Request

Torfaen u3a members are entitled to request access to their personal information that is held by **Torfaen u3a**. This needs to be a written request to the **Membership Secretary** of **Torfaen u3a**. Upon receipt, the request will be formally acknowledged and dealt with within 14 days unless there are exceptional circumstances why it cannot be granted. **Torfaen u3a** will provide a written response detailing all information held on the member. A record shall be kept of the date of the request and the date of the response.

Data Breach Notification

If a data breach was to occur action shall be taken to minimise the harm. This will include ensuring that all **Torfaen Committee Members** are made aware that a breach has taken place and how it occurred. The Committee shall then seek to rectify the cause of the breach as soon as possible to prevent any further breaches. The Chair of **Torfaen u3a** shall notify National Office of the breach within 24 hours of it occurring. A discussion will take place between the Chair and National Office as to the seriousness of the breach, action to be taken and, where necessary, the Information Commissioner's Office would be notified. The Committee shall also contact the relevant u3a members to inform them of the data breach and of those actions taken to resolve it.

Where a **Torfaen u3a** member feels that there has been a breach by **Torfaen u3a**, a committee member will ask that member to provide an outline of the breach. If the initial contact is by telephone, the committee member will ask the u3a member to follow this up with an email or a letter detailing their concern. The alleged breach will then be investigated by members of the committee who are not in any way implicated in the breach. Where the committee needs support or if the breach is serious they should notify National Office. The u3a member should also be informed that they can report their concerns to National Office if they don't feel satisfied with the response from the u3a. Breach matters will be subject to a full investigation, records will be kept and all those involved notified of the outcome.

Policy review date: