

Personal Data – You and Uttoxeter U3A

Your committee has been working through the 2018 Regulations on the processing and security of personal data - GDPR. Many thanks are due to committee member Althea Devine for analysing the requirements of the legislation and guiding the creation of a policy statement.

A full copy of the adopted policy statement is appended to the Standing Orders which control the working of the Committee. A copy of the Standing Orders may be found on the notice board and you may also look at a copy on our website.

In summary, we hold personal data that you provide on your membership application form and nothing else. The paper copies are held by the membership secretary and transcribed onto a spreadsheet or other approved data storage system. The Membership Secretary is the designated Data Controller. The Membership Secretary authorises assistants to hold and keep private a copy of the membership information and to use it only for the designated purpose.

Third Age Matters requires, from time to time, a file of names and addresses for postal delivery. These files are provided on a restricted use basis and via a secure mechanism.

You may request for your data not to be used for this purpose. To remove your contact details from this file contact the Membership Secretary, Eileen Egerton on 07743 339 432 or see her at Wednesday coffee mornings.

Magazine/ Newsletter distribution requires a file of names and addresses for labels for hard copies and email addresses for digital distribution. These files are provided on a restricted use basis and via a secure mechanism.

Gift Aid reclaim requires a file of names, postcodes and or other HMRC designated identification data to be shared with HMRC. These files are provided on a restricted use basis and via a secure mechanism.

AGM and similar papers require labels to be prepared for postal or hand-delivery. The file may be processed by printers who will be authorised to use the data only for the purpose instructed.

Membership card processing requires a file of names and membership numbers. The file may be processed by printers who will be authorised to use the data only for the purpose instructed.

Monthly Bulletin distribution requires a file of email addresses to be used by the bulk distribution service. The file will be provided and the user authorised to use the data only for the purpose instructed.

Trustee / Committee members are required to be identified to the Charity Commission by the Business Secretary. This will require additional personal data to be confidentially shared between the BS and the trustee. Names and roles will be public information on the public area of the CC website whereas detailed contact and identification data will be held in the secure [non-public] area of the CC system.

Almoner [informal post]. The almoner is provided with a hard-copy of membership data to use only for the addressing of sympathy and get-well cards.