



# DATA PROTECTION POLICY AND PRIVACY NOTICE

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### PART A: DATA PROTECTION POLICY

#### Key topics include:

- General Data Protection Regulation (GDPR) data protection principles
- How Wymondham u3a complies with these principles

### PART B: PRIVACY NOTICE

This sets out the detail of how Wymondham u3a will collect, store, and use your personal data.

## APPENDICES

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## RELATED DOCUMENTS

- Wymondham u3a Equality, Diversity, and Inclusivity Policy
- Wymondham u3a Health and Safety Policy
- Wymondham u3a Safeguarding Policy

## DOCUMENT CONTROL

Prepared by: J. A. Peat

Committee role: Vice Chairman

Policy review date: October 2023

Issue	Revision	Date	Comments
I		Nov. 2023	Initial issue

# **PART A: DATA PROTECTION POLICY**

## **1. Purpose**

### **1.1 Requirement**

All u3as must comply with data protection legislation in managing the data of their members in accordance with extant legislation, currently the Data Protection Act 2018 which incorporates the requirements of the General Data Protection Regulation (GDPR). The reference to data means the personal information that u3as gather from their membership for membership applications, renewals, in line with the data protection principles.

GDPR requires that all organisations involved with processing data need to establish a lawful basis for doing so. Following legal advice the Third Age Trust has recommended that u3as adopt 'Legitimate Interest' as their lawful basis for processing membership data.

### **1.2. Lawful Basis – legitimate Interest**

The u3a is a membership charity. In accepting membership applications the u3a has a legitimate interest in requesting and processing personal information from those who wish to join. In addition, the u3a has a legitimate interest in communicating with existing members in order to inform them about activities relating to their membership.

To meet the requirements of this lawful basis the u3a needs to complete a Legitimate Interest Assessment(s), (LIA, see Appendix A) covering all personal data which will be completed and held on file. The assessment sets out how the u3a meets the requirements of legitimate interest as a lawful basis for holding information. Once the LIA is complete it needs to be held on file as a record of how the requirements for data processing using this lawful basis are met.

## **2. Scope**

This data protection policy applies to Wymondham u3a. The policy details how personal data will be collected, stored, and used. The policy will be regularly reviewed to ensure compliance with extant GDPR:

- a) Complies with data protection law and follows good practice.
- b) Protects the rights of members.
- c) Is open about how it stores and uses personal data.
- d) Protects itself from the risks of a data breach.

## **3. General guidelines for users of personal data**

It is the policy of Wymondham u3a that:

- a) Only authorized users may have access to personal data.
- b) Training and guidance will be given to authorized users of personal data.
- c) All users of personal data should keep that data secure by taking sensible precautions and following this policy.
- d) Only strong passwords are to be used and they should never be shared.
- e) Data shall not be collected, stored, or used without the owner's consent.
- f) Personal data should be accurate and relevant at all times.
- g) Additional support will be available from the Third Age Trust where uncertainties or incidents regarding data protection arise.

## **4. Data protection principles**

The General Data Protection Regulation has identified six key data protection principles:

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

Principle 2 - Personal data must only be collected for specified, explicit, and legitimate purposes, and not further processed in a manner that is incompatible with those purposes.

N.B. Archiving for public interest, scientific or historical research, or statistical purposes shall not be considered as incompatible with the requirements

Principle 3 - The collection of personal data must be adequate, relevant, and limited to what is necessary in relation to the purposes for which it is intended.

Principle 4 – Personal data held should be accurate and kept up to date and irrelevant or inaccurate data is erased or rectified without delay.

Principle 5 – Personal data must not be kept in a form which permits identification of data subjects for longer than is necessary.

Principle 6 - Personal data must be processed in a manner that ensures appropriate security including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage.

## **5. Lawful, fair, and transparent data processing**

Wymondham u3a requests personal data from applicants in order to function. Enrolment forms, and the Wymondham Data Privacy Notice (see part B), will inform applicants as to why the data is being requested and how it will be used. The lawful basis for obtaining membership data is the contractual relationship that Wymondham u3a has with its members. Members will be asked to provide their consent to use their personal data.

## **6. Processed for specified, explicit and legitimate purposes**

6.1. Members will be informed how their personal data will be used.

6.2. Wymondham u3a will ensure that all authorized users of personal data are made aware of what would be considered inappropriate. An example of inappropriate use of data would be sending Wymondham U3A members marketing and/or promotional materials from external service providers.

6.3. Wymondham u3a will ensure that personal data is managed in such a way as to not infringe the rights of its members which will include:

- a) The right to be informed
- b) The right of access
- c) The right to rectification
- d) The right to erasure
- e) The right to restrict processing
- f) The right to object

## **7. Adequate, relevant, and limited data processing**

7.1. Members of Wymondham u3a will only be asked to provide personal information that is relevant for membership purposes.

7.2. Where additional information may be required such as health related information, and “emergency contact details,” this will be obtained with the consent of the member who will be informed why the information is required.

7.3. Where Wymondham u3a organise a trip or activity that requires next of kin information a LIA will have been completed in order to request this information and the member made aware that the assessment has been completed.

## **8. Photographs / filming**

Photographs and films are classified as personal data. Consent will be obtained from members for photographs to be taken and used. Those who do not consent will be asked to place themselves out of shot. Members may remove this consent at any time, and should they wish for a displayed photograph to be removed they should apply to the ‘*Wymondham u3a Data Controller*’.

## **9. Accuracy of data and keeping data up to date**

Wymondham u3a has a responsibility to ensure members' data is accurate and relevant. Members will be reminded periodically to let the membership secretary know if any of their personal data changes. In addition the annual membership renewal process will provide an opportunity for members to inform ‘*Wymondham u3a Data Controller*’ of any changes in their personal data.

## **10. Accountability and governance**

Wymondham u3a Committee are responsible for ensuring that Wymondham u3a remains compliant with data protection and can evidence that it has. Where consent is required for specific purposes then evidence of this consent (either electronic or paper) will be collected and stored securely. The Wymondham u3a Committee will ensure that any new Committee members receive adequate training. Wymondham u3a will also ensure that all users of personal data are made aware of their responsibilities. Committee Members shall remain up to date with guidance and practices within the u3a movement and shall seek additional input from the Third Age Trust when appropriate. The Committee will review any updates to data protection regulations, monitor what personal data is held and ensure that is still accurate and relevant. Those who have access to personal data will also be monitored and if their access is revoked, they will be required to return any personal data held or to delete it.

## **11. Secure Processing**

Wymondham u3a has a responsibility to ensure that data is held securely and used appropriately. This will include:

- a) The use of strong passwords.
- b) Not sharing passwords.
- c) Restricting access to those that need it.
- d) Using password protection on devices that contain personal data.
- e) Using password protection and encryption or secure cloud systems when sharing data.
- f) Only using devices that have up to date operating systems with antivirus and firewall security systems enabled.
- g) Not using devices accessible to the public.

## **12. Subject Access Request**

u3a members may request access to their personal data at any time. Written requests should be sent to the Data Controller by using the contact facility at Wymondham u3a Contacts who will acknowledge and deal with within one month unless there are exceptional circumstances as to why the request cannot be fulfilled. A record shall be kept of the date of the request and the date of the response.

## **13. Data Breach Notification**

Data breaches will be subject to a full investigation, records will be kept, and all those involved informed of any outcome. If a data breach should occur action shall be taken to mitigate any harm or further breaches. The Chair of the u3a will contact National Office within 24 hours and if necessary the Data Commissioner's Office. Any affected members will be informed of the data breach and the steps being taken.

If a member contacts 'Wymondham u3a Data Controller' to say that they feel there has been a data breach they will be asked to provide details in written form such as an email or a letter. Members can contact the Third Age Trust National Office if they are not satisfied with the response from Wymondham u3a.

# **PART B: WYMONDHAM u3a PRIVACY NOTICE**

## **1. Purpose**

Wymondham u3a takes your privacy seriously. This privacy notice sets out how Wymondham u3a will collect, store, and use your personal data.

## **2. What personal data do we collect?**

When applying for membership of Wymondham u3a you will be asked to provide personal data, including:

- a) Title:                      Name:                      Address:
- b) Email address:      Telephone number:
- c) Your subscription preferences:      (Note: Gift Aid eligibility is not currently claimed by Wymondham u3a)
- d) Who you share an address with:
- e) Personal information that could affect your personal health and safety, and that of others, when considering activity groups.

### **3. How do we collect your personal data?**

Only data obtained directly from you via the Membership Enrolment Form(s) (see Appendix B), or any update of relevant information, will be held. The lawful basis for collecting and storing your data is the contractual relationship that you, as a member, have with Wymondham u3a.

### **4. How do we use your personal data?**

We will communicate with you by email, post, or telephone. We will use your personal data:

- a) To record your membership, renewals etc.
- b) To provide you with activities including holidays, trips, and events.
- c) For administration and planning.
- d) To record your membership to groups and communicating group activities.
- e) To communicate with you.
- f) To monitor, develop and improve our services.
- g) To inform you of external events and activities.
- h) To provide you with Third Age Trust magazines.

### **5. Who do we share your personal data with?**

We need to store and use your personal data so that we can function and to inform you about our groups, activities, and events. We will share your data:

- a) Internally to manage Wymondham u3a.
- b) Externally for products and services such as direct mailing list for the Trust magazines.
- c) Internally and externally to provide holidays, trips, and other events
- d) Externally if we have a statutory obligation to disclose it and we will advise you of this.

### **6. How long do we keep your personal data?**

We will retain your membership data for no more than three years after you cease to be a member unless there are legal obligations to do so such as legal or insurance circumstances that may be required for longer while investigations take place. Where this is the case then the member(s) will be informed. HMRC also requires that we retain financial records for 6 years.

### **7. How your data can be updated or corrected?**

The data we hold should be accurate and members can inform the Wymondham u3a Membership Secretary at any time if their data changes. Members can also review the data we hold at any time by contacting the Membership Secretary by using the contact facility at Wymondham u3a Contacts who will usually respond within 14 days.

### **8. How do we store your personal data?**

Enrolment Forms, plus any updates, will be held in hard copy for the period of membership. Some membership data will be held on an external database and can only accessed by those authorized to do so.

### **9. Availability and changes to this policy?**

This policy is available on our website, or a hard copy can be obtained from the Membership Secretary by using the contact facility at Wymondham u3a Contacts. This policy may change from time to time. Any changes we will be communicated to members. Contact If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact the 'Wymondham Data Controller' by using the contact facility at Wymondham u3a Contacts.

## **APPENDIX A: LEGITIMATE INTEREST ASSESSMENT(S)**

# APPENDIX A1: MEMBERSHIP

## 1 Introduction

This legitimate interest assessment has been compiled in order to set out the reasons why Wymondham u3a processes membership information.

## 2 Purpose Test

Wymondham U3A requests personal data to be able to register individuals for membership. The personal data provided will also be used to communicate with members to keep them informed regarding any groups or activities that they undertake. Members information is shared with a third-party processor for the supply of the Trust publication – Third Age Matters (TAM). Each member has a choice as to whether they opt to receive this publication. Wymondham u3a may also use a third-party processor for distribution of the monthly newsletter. Other than this Wymondham u3a does not share membership information outside of the u3a.

Membership information is securely held, and access is restricted to those who need to process data for membership purposes. Storage and processing of membership data is done in line with GDPR and Safeguarding requirements. Wymondham u3a operates with a data protection policy and privacy statement and has sought advice from the Third Age Trust in developing guidance in respect of our practice in relation to data protection.

## 3 Necessity Test

Wymondham u3a:

- a) requests minimal information from potential members which includes personal details and contact details. This information is proportionate to the requirements of the u3a fulfilling its responsibilities in relation to being able to communicate effectively with its membership.
- b) would not be able to register members or process applications/enrolments without the provision of a certain amount of membership information.
- c) has a duty of care to its membership and needs to retain a certain amount of personal information in order to know who its members are, and which members are paid up members of the u3a. This is necessary for meeting the requirements of the insurance provision for u3a members.

## 4 Balancing Test

The personal data requested is that which is needed for registering and processing individuals as members of Wymondham u3a.

- a) The data requested is minimal personal data and that which is needed for communicating with members.
- b) All the data gathered is from individuals who provide the information as part of their enrolment. Membership is for a 12-month period at the end of which time members have the option as to whether or not they wish to renew as well as having the opportunity to update their personal information.
- c) The reason for collecting personal information is explained to potential members at the point of joining. A copy of Wymondham's u3a's privacy statement is available to all members who wish to have further details about how their information is used and with whom it is shared.
- d) Members who are unhappy about their data being shared with third party processors are able to opt out of receiving those publications for which a processor is used.
- e) Wymondham u3a holds information securely and it will only be accessed by those who need to see it.
- f) Membership data will not be processed for any purpose other than in connection with an individual's membership. Communications sent will be relevant and targeted to the individual's membership activities.
- g) Wymondham u3a may send marketing materials or information not relating to Wymondham u3a but may be of interest to the members.
- h) Wymondham u3a group leaders/convenors will be informed of the importance of restricting their communications with members to that which is needed for organisation of the group.

- i) All those who process membership information for the U3A will receive an induction into the requirements of GDPR and the restrictions around data processing. In addition, volunteers will be informed of the need to keep data secure and restricted to those who need access to it.

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

## **APPENDIX A2: EMERGENCY CONTACT**

### **1 Introduction**

This legitimate interest assessment has been compiled in order to set out the reasons why Wymondham u3a requests emergency contact details.

### **2 Purpose Test**

Wymondham u3a requests contact details for a member's emergency contact so that the committee and/or group convenors know who to contact in the event of an emergency. Wymondham 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. Wymondham 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 third party. You will be made aware of who this emergency contact information will be shared with if it is to be shared outside of the u3a.

### **3 Necessity Test**

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

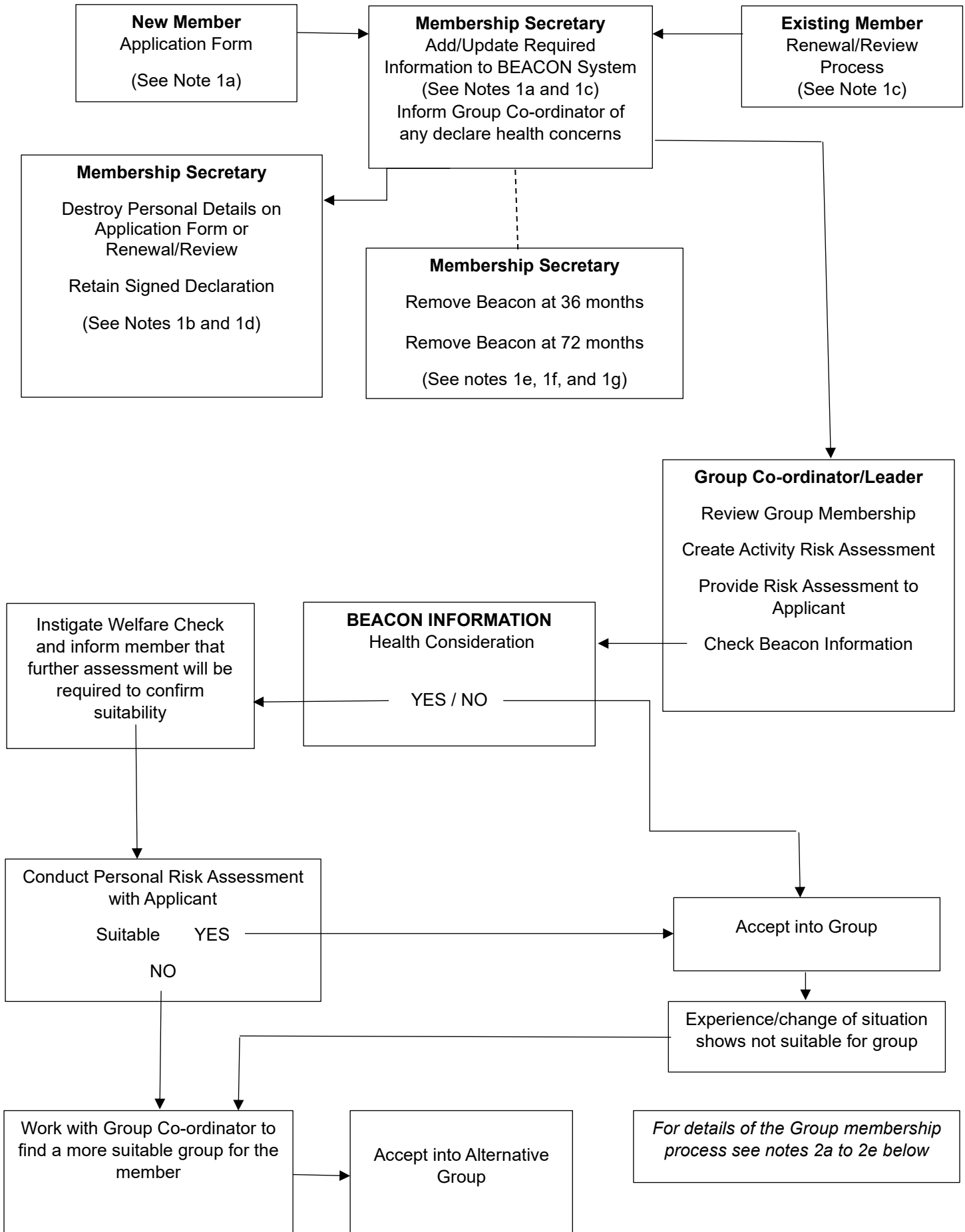
### **4 Balancing Test**

The emergency contact data requested is minimal and is only that which is required to contact the individual in question. Wymondham u3a relies on its members to provide emergency contact 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. Wymondham 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 member's emergency 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.

Through compilation of this assessment Wymondham 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 assessment will be reviewed every 2 years in order to ensure that legitimate interest remains the most appropriate lawful basis for gathering this information.

## APPENDIX B: ENROLMENT PROCESS

### DATA FLOW DIAGRAM





## NOTES

### 1.Membership Secretary

a. When data is captured, members will provide their personal details, and this may include any health issues. These details are added to the Beacon admin system and a field within the Beacon system is updated to show if a member has notified us of a health issue. If a member is already a participant of a group or event then the group leader or event organiser should be informed.

b. Once the data has been added to the admin system the part of the form holding personal information is detached and destroyed. The remaining part is stored securely in the u3a filing cabinet.

Those members who verbally give details to the membership secretary or join on-line, do not make any signed declarations. Therefore these members should be contacted and requested that they complete and sign the membership declaration form. They should also be made aware of their obligations to inform organisers of events and group leaders of any health issue that may put themselves or others. Before joining any event or activity they must self-assess their health and suitability to partake, and they must inform any group or event organisers of any issues that may affect themselves or others. All organised events will be risk assessed and this will be made available to those participating.

c. Periodically and no more than 12 months, personal data should be reviewed. As part of the renewal process members should be reminded of their obligation to make the membership secretary aware of any changes to their data and in particular any changes in their health and ability to undertake events. The Beacon administration should be updated if necessary. A reply via email will be considered a signed declaration.

d. Any email received should be printed off and replace the form retained at Box 2. Event organisers or group leaders should be informed of any health issues if appropriate.

e. For lapsed members of three years or more, all personal data less the name, should be removed from the members record, providing there is no ongoing insurance claim

f. For lapsed members of three years or more, the health declaration form should be destroyed, providing no ongoing insurance claim.

g. For lapsed members of six years or more, all records should be deleted. The finance transactions relating to any member must be deleted first. This should be undertaken by or at least in coordination with the Treasurer. Once the financial transactions have been deleted the members personal record is to be deleted.

### 2. Events, Groups and Accessibility

a. Group leaders and event organisers may be informed by the Group Co-ordinator that a member of their group or activity has declared a health concern.

b. It will be necessary on these occasions to determine the fitness of a member to participate in the group or event prior to the event happening. It should be noted that only the fact that an individual has declared a health concern is recorded on the member's record with perhaps the date and type for example "01/04/2023 - Mobility"

c. it will be necessary for a conversation with the member to take place.

d. Event organisers and group leaders should consult with a welfare representative to conduct this conversation.

e. Group leaders, event organisers and the accessibility representative must have controlled access to the relevant membership records at all times.

## APPENDIX C: TYPICAL U3A ENROLMENT FORM



### U3A ENROLMENT FORM

Title:	First Name:	Surname:
Date of birth:		
Postal Address including Postcode:		

Renewal date of the scheme is 1<sup>st</sup> April of each year. The membership scheme runs from 1st April to 31st March and fees are apportioned on a quarterly basis subject to the month in question. Fee quoted is per person.

1st April to 30th June	- £ 15.00	1st July – 30th September	- £ 12.00
1st October – 31st December	- £ 9.00	1st January – 31st March	- £ 6.00*

**Please note that this amount will be added to the renewal fee of £15.00 if joining in January/February or March.**

Email Address:	Mobile /Phone No:
Person including phone number to contact in an emergency:	

**Please note that our preferred method of payment is via our banking arrangements as follows:**

National Westminster Bank.      Account No 14670011      Sort Code: 60-24-52

**Please ensure you quote your full name and Membership Number when making payment (if known):**

We are also able to take payment via our card machine which can be used during our coffee morning on a Thursday each week. Should you wish to pay by cheque this should be made payable to the u3a Wymondham.

#### **VOLUNTEERING**

The Wymondham u3a is a mutual-help organisation and operates through the contributions of volunteers.

**Please complete overleaf:**

- All members agree to:
- Abide by the principles of the u3a movement.
  - Always act in the best interests of the u3a and never bring the U3A into disrepute.
  - Abide by the terms and conditions of the constitution and Codes of Practice as published in the Governance pages of our website: <https://u3asites.org.uk/>
  - Treat fellow members with respect and courtesy at all times.
  - Comply with and support the decisions of the elected Committee.
  - Advise the Committee of any changes in your personal details

**HEALTH AND SAFETY STATEMENT**

1. Do you have any health concerns, such as mobility issues, which could affect your ability to participate in certain activities. You must also consider our duty of care to each other, and members of the public with whom we may come into contact. Please provide brief details below
- .....
2. This statement has been prepared to comply with current health and safety procedures and will as far as is practicable ensure that any activities undertaken by our members are safe. The Group Leader will prepare a risk assessment and measures will be put in place to ensure to eliminate or reduce any risks.

**PRIVACY STATEMENT**

Please note below the following statements in order to give us permission to use the information you have supplied in the following ways to:

- **Store it for membership purposes**
- **Communicate with you as a u3a member**
- **Share with Group Leaders for the groups of which you are a member**

I consent to my data being used for membership purposes as described above

I would like to receive the national u3a trust quarterly magazine (at no additional cost to me) and I consent to my data being shared with the company that distributes the Trust magazines. **If you do not wish to receive this magazine, please tick the box** ☐

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**MEMBERSHIP NO .....**

**Declaration:**

I consent to my data being used for membership purposes as described above.

I acknowledge that it is my responsibility to consider my own health and fitness regarding taking place in an elected activity and I will only attend u3a activities that I have assessed as capable and fit enough to do.

I will immediately notify and discuss with the Group Leader in question my fitness to undertake such an activity or should I have any health problems/concerns or underlying medical conditions which may affect my or other members safe participation in any Group activity.

I will read the Risk Assessment for each activity that I partake in with regards to my fitness to undertake such activities.

I acknowledge that I may be refused acceptance on any further such activities.

I acknowledge that I am personally responsible for assessing any risks posed whilst travelling to and from and on any u3a activity.

I confirm that I will notify the Membership Secretary of any changes in my personal or health information immediately.

Signed .....

Dated .....

Date of Issue:

## APPENDIX D: TYPICAL U3A RENEWAL/REVIEW FORM



### U3A EXISTING MEMBER FORM

**PLEASE COMPLETE A FORM FOR EACH INDIVIDUAL MEMBER LIVING AT THIS ADDRESS – THANK YOU.**

Title:	First Name:	Surname:
Date of birth:		

Renewal date of the scheme is 1<sup>st</sup> April of each year. Please note that you have already renewed your subscription for the year 2023/24. The next renewal date will be the 1<sup>st</sup> April 2024.

Postal Address:	
Postcode:	
Mobile Phone No.	Email Address:
Person including UK phone number to contact in case of emergency:	

I would like to continue to receive the national u3a trust quarterly magazine (at no additional cost to me) and I consent to my data being shared with the company that distributes the Trust magazine. Please note that the magazine is sent one per household address. If you do not wish to receive this magazine please tick the box ☐

#### **VOLUNTEERING**

The Wymondham u3a is a mutual-help organisation and operates through the contributions of volunteers.

**Please complete overleaf:**

- All members agree to:
- Abide by the principles of the u3a movement.
  - Always act in the best interests of the u3a and never bring the U3A into disrepute.
  - Abide by the terms and conditions of the constitution and Codes of Practice as published in the Governance pages of our website: <https://u3asites.org.uk/>
  - Treat fellow members with respect and courtesy at all times.
  - Comply with and support the decisions of the elected Committee.
  - Advise the Committee of any changes in your personal details

**HEALTH AND SAFETY STATEMENT**

3. Do you have any health concerns, such as mobility issues, which could affect your ability to participate in certain activities. You must also consider our duty of care to each other, and members of the public with whom we may come into contact. Please provide brief details below
- .....
4. This statement has been prepared to comply with current health and safety procedures and will as far as is practicable ensure that any activities undertaken by our members are safe. The Group Leader will prepare a risk assessment and measures will be put in place to ensure to eliminate or reduce any risks.

**PRIVACY STATEMENT**

Please note below the following statements in order to give us permission to use the information you have supplied in the following ways to:

- **Store it for membership purposes**
- **Communicate with you as a u3a member**
- **Share with Group Leaders for the groups of which you are a member**

I consent to my data being used for membership purposes as described above

I would like to receive the national u3a trust quarterly magazine (at no additional cost to me) and I consent to my data being shared with the company that distributes the Trust magazines. **If you do not wish to receive this magazine, please tick the box** ☐

**MEMBERSHIP NO .....**

**Declaration:**

I consent to my data being used for membership purposes as described above.

I acknowledge that it is my responsibility to consider my own health and fitness regarding taking place in an elected activity and I will only attend u3a activities that I have assessed as capable and fit enough to do.

I will immediately notify and discuss with the Group Leader in question my fitness to undertake such an activity or should I have any health problems/concerns or underlying medical conditions which may affect my or other members safe participation in any Group activity.

I will read the Risk Assessment for each activity that I partake in with regards to my fitness to undertake such activities.

I acknowledge that I may be refused acceptance on any further such activities.

I acknowledge that I am personally responsible for assessing any risks posed whilst travelling to and from and on any u3a activity.

I confirm that I will notify the Membership Secretary of any changes in my personal or health information immediately.

Signed .....

Dated .....

Date of Issue: