

New Forest/Waterside u3a Data Protection Policy

Introduction

From May 2018 new UK General Data Protection Regulations came into operation. New Forest/Waterside u3a is committed to a policy of protecting the rights and privacy of members. We acknowledge the importance of keeping members Personal Information safe and secure at all times.

Transparency

To carry out the work of the New Forest/Waterside u3a we ask our members to provide their contact details when they join our group. The only Personal Information held in our Database is:

Name and Address

Telephone Number

Email address (if applicable)

Under the Data Protection Regulations the data held by New Forest/Waterside u3a is defined as Standard Personal Data. The level of security must be good and proportionate to the data kept by New Forest Waterside u3a.

This information is needed for communication on New Forest/Waterside u3a matters, for Registration purposes, Risk and Fire Safety purposes and Attendance Recording. The contact details are required in order to contact members with any information and for sending out the monthly Newsletter by email. Members are expected to provide details for emergency contact when away on a trip or holiday organised by u3a. These details will then be shredded after the trip/holiday or returned to the member after the trip/holiday.

Members' names and addresses will be passed to the Third Age Trust if they wish to receive a copy of Third Age Matters.

Access to the information is restricted to those Committee Members having a specific need. This may include the Chairman, Membership Secretary, Business Secretary, Treasurer, and Newsletter Editor.

Members' personal data will not be passed on to the general public, commercial organisation or any other body unless required by law.

If a member requests any personal details about another member, that request will be passed on to the other person and it is up to them to contact the requester. Members are obviously welcome to share their details with whom they like, but we will not respond directly with these requests.

Taking Care of Members Data

The members' data is stored on the Membership Secretary (Administrator) computer that is password protected and has anti-virus protection. The Administrator is the only person with the authority and access to change members' personal details.

It is New Forest/Waterside u3a policy that no other third party will have access to our membership database.

Lapsed Member Data

When leaving the New Forest Waterside u3a a member's data will be retained for no longer than 12 months. The Membership Secretary retains all membership renewal subscription envelopes for 12 months after the end of our u3a year. (August 31st)

Group Leaders

Group Leaders will have the personal details of members in their group. This information consists of name, address, telephone number and email addresses if applicable. This is purely for the use of the leader and the personal information is not to be shared with other members of the group.

Sending Personal Emails

When sending an email, all members should be aware that some people would not want their email address shared with other members. The sender should use the "bcc" facility that will conceal email addresses from the recipients.

Email Addresses on our Website

Personal email addresses will not be made available for the general public to view. Committee Members can be contacted by members and non-members via the website contact page. <https://u3a-newforest.org.uk/>

Consent to Use Members Photos on our Website and Newsletter

Our policy for this is to ask members to let us know via the Subscription Renewal form if they do not want any photos of them to appear on our website and/or newsletter.

This policy was adopted on:

Signed: _____
Print name:

Committee role: _____

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Print name:

Committee role: _____