

Shaftesbury & Gillingham U3A Data Protection Policy

General Guidelines for Committee Members and Group Leaders

(1) What Data is required?

The only data which members of SGU3A should be asked to provide is information that is relevant for membership purposes. This will include:

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

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

(2) Who has access to this data?

- The only people able to access data covered by the Data Protection policy should be those who need to communicate with or provide a service to the members of SGU3A.
- Data should not be shared informally or outside of SGU3A, with the exception of the Third Age Trust for membership details, subscription details for the Magazine of the Third Age Trust and gift aid information to HMRC.
- Committee Members and group leaders should keep all data secure, by taking sensible precautions and following the guidelines below.
- Personal data should not be shared outside of the U3A unless with prior consent and/or for specific and agreed reasons.
- Member information should be reviewed and consent refreshed periodically via the membership renewal process or when policy is changed.
- Group leaders and committee members should request help from the SGU3A secretary if they are unsure about any aspect of data protection.

(3) Responsibilities of committee members and group leaders

Committee members and Group leaders have a responsibility to ensure that data is both securely held and processed. This will include:

- Having strong security on their PCs, tablets or laptops where any relevant information is stored.
- Using password protection on PCs, tablets or laptops that contain or access personal information.
- Using strong passwords.
- Not sharing passwords.
- Restricting access of sharing member information to those on the Committee who need to communicate with members on a regular basis.
- Taking great care when sharing data between committee members and/or group leaders.
- Using the “bcc” function when sending out bulk e-mails.