

Data Protection Policy

1. Scope of the policy

This policy applies to the work of S&G u3a. The policy sets out the requirements that S&G u3a has to collect and process information for membership purposes. The policy details how personal information will be collected, stored and managed in line with data protection principles and the General Data Protection Regulation **as updated by the Data Use and Access Act 2025**.

2. Why this policy exists

This data protection policy ensures S&G 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

2.1 Adequate, Relevant and Limited Data Processing

Members of S&G 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 may be required such as health related information this will be obtained with the consent of the member who will be informed as to why this information is required and the purpose that it will be used for.

2.2 Processed for specified, explicit and legitimate purposes

The Committee of S&G 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 S&G u3a events and activities
- Group leaders communicating with group members about specific group activities
- Member information will be provided to the distribution company that sends out the Trust publication – Third Age Matters. Members will be informed and have a choice as to whether or not they wish to receive the publication.
- 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

The Committee of S&G u3a will ensure that group leaders 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.

2.3 General guidelines for committee members and group leaders

The only people able to access data covered by this policy should be those who need to communicate with or provide a service to S&G u3a members.

S&G u3a will provide guidelines to committee members and group leaders to help them understand their responsibilities when handling data.

Committee Members and group leaders 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.
- Using password protection on laptops and PCs that contain personal information
- Using the u3a BEACON system as the membership database for sharing data between committee members and/or group leaders
- Using the “bcc” (blind copy) function for emails that are not sent using BEACON.

2.4 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 in order for photographs to be taken and members will be informed as to where photographs will be displayed. Should a member wish at any time to remove their consent and to have their photograph removed then they should contact the S&G u3a secretary to advise that they no longer wish their photograph to be displayed.

2.5 Accuracy of data and keeping data up-to-date

S&G u3a has a responsibility to ensure members' information is kept up to date. Members will be informed to let the membership secretary know if any of their personal information changes. In addition, on an annual basis, the membership renewal process will provide an opportunity for members to inform S&G u3a as to any changes in their personal information.

2.6 Subject Access Request

u3a members are entitled to request access to the information that is held by S&G u3a. The request needs to be received in the form of a written request to the Membership Secretary of S&G u3a.

2.7 Data Breach Notification

Were a data breach to occur action will be taken to minimise the harm. This will include ensuring that all S&G u3a Committee Members are made aware that a breach has taken place and how the breach occurred. The Committee shall then seek to rectify the cause of the breach as soon as possible to prevent any further breaches.

This policy was adopted on 21 July 2025 and updated on 2 April 2026.

Signed:

ELIZABETH HAGUE-HOLMES

Chairman, Sgu3a

u3a	Shaftesbury and Gillingham u3a	The Third Age Trust
	Description of changes	Date
Version 1	Adoption – review in one year	21 July 2025
	Addition of as updated by the Data Use and Access Act 2025 in 1.Scope	April 2026
	Review in 2027	