

Tetbury and District u3a Data Protection Policy

This policy details how personal information will be gathered, stored and managed in line with data protection principles and the General Data Protection Regulation. The policy exists to ensure that Tetbury and District u3a:

- Complies with data protection law and follows good practice
- Protects the rights of members and keeps their data secure
- Is open about how it stores and processes members' data

This policy should be read alongside Tetbury and District u3a Privacy Policy.

General guidelines for committee members and group leaders

- The only people able to access members' personal data should be those people who have been given access to the Beacon database
- Members' personal data may only be used to communicate with them about u3a matters or to provide a u3a service to them.
- Data should not be shared informally or outside of u3a unless prior consent has been given.
- If consent has been given, data may be shared in accordance with the consent given. Examples include sharing of emails within a group to further the aims of the group or Gift Aid information shared with HMRC.
- Committee members and group leaders will be made aware of their responsibilities when handing personal data
- Committee members and group leaders should keep all data secure, by taking sensible precautions such as strong passwords, and never sharing passwords
- Member information should be refreshed periodically, at membership renewal, when changes occur and if errors are discovered
- If there is concern about any aspect of data protection, support will be sought from the National Office.

Data Protection Principles

There are six principles set out in the General Data Protection Regulation.

1. Personal data shall be processed lawfully, fairly and transparently
2. Personal data must be collected for specified, explicit and legitimate purposes and not further processed in a manner which is incompatible with those purposes. Data can be used for research or statistical purposes
3. The personal data collected must be limited to what is necessary to achieve the purposes for which it is collected.
4. Personal data should be accurate and up to date.
5. Personal data must be kept in a form which permits identification of individuals for no longer than is necessary to achieve the purpose for which the data was collected.

Data may be stored longer for research and analysis purposes subject to the appropriate measures to safeguard the privacy rights of individuals.

6. Personal data must be processed in such a manner to ensure it is secure against unauthorised or unlawful access or processing.

Principle One – Lawful, fair and transparent data processing

As detailed in the Privacy Policy, Tetbury and District u3a requests personal information from members on the application form so that we can provide u3a activities and services to you. There are details on the application form about how your data will be used. The form also seeks consent to share data with the Third Age Trust for direct postal mailing. If we receive a request from you to remove this consent, we will act on this promptly and will inform you when the action has been taken.

Principle Two – Processed for specified, explicit and legitimate purposes

The committee of Tetbury and District u3a and Group Leaders will seek to ensure that member information is only used in accordance with the uses detailed in the Privacy Policy. These uses are also specified on the application form all members complete and sign when they join Tetbury and District u3a.

The committee and Group Leaders will ensure that data is not used inappropriately , such as sharing with third parties for marketing or promotional purposes.

Principle Three – Limited to what is necessary

Members of Tetbury and District u3a will only be asked to provide information that is relevant for membership purposes.

These include

- Your name and preferred title
- Your home address
- An email address
- A telephone number
- An emergency contact

Where additional information may be required such as health related information for a trip or activity , this will be obtained with your consent and you will be informed why the information is needed. It will only be used for the purpose specified.

Principle Four – Accuracy

Members of Tetbury and District u3a are requested to let the membership secretary membership@tetburyu3a.org.uk know if there are any changes to any of their personal information. You will also have the opportunity to update your information annually as part of the membership renewal process.

Principle Five – Length of time individual data is kept

As detailed in the Privacy Policy , personal details will be kept for no longer than two years after you have ceased to be a member or 7 years if you have used Gift Aid.

Principle Six – Security of data

Tetbury and District u3a committee members have a responsibility to ensure that data is securely held and processed. This includes :

- Limiting access to the Beacon Database to those who need access to deliver Tetbury and District u3a groups and services
- Limiting access so that Committee members and Group Leaders can only see data relevant to their service or group.
- Using strong passwords
- Not sharing passwords

How long do we keep your personal information?

We will keep your information for no longer than two years after you have ceased to be a member or 7 years if you have used Gift Aid

How can your information be updated or corrected?

If your details change or are incorrect, you can update your details by contacting the Membership Secretary membership@tetburyu3a.org.uk. You will also have the opportunity to update your information annually, as part of the membership renewal process. If you would like to view the information that u3a hold about you, you can do so by contacting the Membership Secretary.

How do we store your personal information?

Your membership information is held on the u3a Beacon system database. This is a secure data base. It is encrypted and travels by secure links to and from the national server. Access by Committee members and Group Leaders is limited to the data required to enable them to communicate with the appropriate members.

Availability and changes to this policy

This policy is available on the Tetbury and District u3a website <https://tetburyu3a.org.uk>. This policy will be reviewed annually. Changes will be notified to members through our website and newsletter.

Reviewed 27 September 2021 (LDM)