

## Reigate and Redhill U3A Data Protection and Privacy Policy

### Reason for the Policy

For the efficient management of Reigate and Redhill U3A in organising groups and other activities for continued learning, we have to be able to make contact with all our members.

To this end we need to collect personal data about the members.

This is done initially through a membership application form.

Data is then checked, confirmed or updated through the annual renewal process.

The lawful basis for obtaining member information is the contractual relationship that the U3A has with individual members.

It is of absolute importance that our members' data is stored in such a way that their privacy is respected in line with the provisions of the new General Data Protection Regulations which come into force on 25th May 2018.

### Responsibility

The responsibility for complying with the needs of the GDPR is with the committee of the Reigate and Redhill U3A with advice from the data manager.

### What personal information we might need and why

We collect and process the following examples of personal information, although we may, at times, also need to collect other personal information that is not listed here, e.g. for taking a group abroad:

- your name
- your address
- your telephone number
- your mobile number
- your email address
- emergency contact information
- subscription preferences
- membership of other U3As

### How we collect your data

- through your application form
- through your renewal form
- through an annual email or letter contact to check that the data we hold on you is accurate

### 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 committee and whoever took the photograph to advise that they no longer wish their photograph to be displayed.

#### **We use this information to:**

- carry out our stated aims of organising groups and other activities for continued learning
- understand people's views and opinions (for example through consultations)
- improve our services

#### **How we use your data:**

We will only share your data with GDPR compliant third parties such as:

- the Third Age Trust for national mailing of 'Third Age Matters'
- with a printer for our local magazine 'Here and Now'.
- with an e-mail company such as Mail Chimp to send out our email newsletter and bulletin.

#### **Protecting your information**

We have appropriate technical and organisational measures in place to protect your information. We use an online data management system called Beacon. This is provided by the Third Age Trust, the parent body of all U3As. All users undergo training not only to use the system but also to understand their responsibilities under the GDPR.

Access to the data stored is via a two-step login and password system.

Inside the program access is further restricted on a need-to-use basis.

Further information on this can be accessed via the data manager on [data@rru3a.org.uk](mailto:data@rru3a.org.uk)

Data may be held in a variety of forms but will be held securely.

#### **How we handle your data**

All volunteers, whether committee, officers, group leaders or volunteers, will be made aware of their responsibilities under the GDPR.

We will handle and protect all information in line with the eight data protection principles set out in the GDPR:

1. Personal data will be processed fairly and lawfully.
2. Personal data will be obtained only for the specified purpose of running the U3A and its various activities. It will not be processed in a manner that is not compatible with that purpose.
3. Personal data will be adequate, relevant and not excessive in relation to the purpose for which it is processed.
4. Personal data will be accurate and kept up to date.
5. Personal data will not be kept for longer than is necessary.
6. Personal data will be processed in accordance with the data subject's rights under the GDPR.
7. Appropriate technical and organisational measures are in place to protect personal data from unauthorised or unlawful processing and from accidental loss, damage or destruction.
8. Personal data will not be transferred to a country or territory outside of the European Union unless we can be assured there is an adequate level of protection for the rights and freedoms of the data subjects.

### **Accessing your information**

Under the Act, you are entitled to ask for a copy of the personal information that we hold about you and to have any inaccuracies in your personal information corrected.

When you submit a request for your personal information, you are entitled to:

- know what personal information we hold
- know why we hold your personal data – the reason(s) and purpose(s) for the processing of your personal information
- know if we have shared your personal information and if so, with whom and for what purpose.

### **Good Practice**

We recommend using strong passwords of at least 8 letters and characters.

Data will only be accessed from the online system and not kept on a local laptop.

If it has to be downloaded, for reasons of editing before being passed on, e.g. Third Age Matters address lists or financial reports, delivery rounds, these files will all be passworded and then deleted when no longer necessary.

All laptops or computers will be passworded.

All data files sent by email will be passworded and the password sent in a separate email.

Any paper copies will be kept securely and shredded when no longer needed.

### **Data Breaches**

Any data breach e.g. loss of equipment or passwords becoming known should be reported to the data manager straight away.

Anyone who deliberately shares unauthorised data will be removed from the system immediately.

If a data breach occurs action shall be taken to minimise the harm. This will include ensuring that all 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. The Chair of the U3A shall contact National Office within 24 hours of the breach occurring to notify of the breach. A discussion will take place between the Chair and National Office as to the seriousness of the breach, action to be taken and, where necessary, the Information Commissioner's Office would be notified. The Committee shall also contact the relevant U3A members to inform them of the data breach and actions taken to resolve the breach.

Requests for your personal information must be submitted to us in writing.

Postal requests should be sent to: **Membership Secretary, 3 The Ridings, Kingswood, KT20 6HJ**

Data Protection Officer: **John Hopkins**

Email requests should be addressed to: **data@rru3a.org.uk** .

This policy will be reviewed and updated if necessary every September.

17 May 2018