

Poynton 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 process of registration includes information on accessing Poynton U3A's Data Protection Policy and Privacy Policy.

This data protection policy ensures Poynton 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

Permission to access the entire database is limited to the U3A's four officers (Chairman, Vice-Chairman, Secretary, Treasurer), together with the Membership Secretary and IT Facilitator.

Guidelines for Committee Members and Group Organisers

The only people able to access data covered by this policy are those who need to communicate with or provide a service to our members

- We provide induction training to Committee Members and Group Organisers to help them understand their responsibilities when handling data.
- Committee Members and Group Organisers keep all data secure, by taking sensible precautions.
- Data is not shared outside Poynton U3A unless we have a statutory duty to disclose it for legal and regulatory reasons or unless with your prior consent. Presently this latter relates only to the direct mailing for the U3A Trust magazines – *Third Age Matters* and *Sources*

Lawful data processing

Poynton U3A requests personal information from potential members and members for membership applications and for sending communications about their involvement with the U3A. The lawful basis for obtaining member information arises from the contractual relationship that the U3A has with individual members. In addition members may be asked from time to time to provide specific consent for additional optional services.

Poynton U3A members who wish their data to be deleted, amended or not to be used for specific purposes for which they have provided consent may do so through contacting the Membership Secretary. See below.

Members are informed as to how their information is used and the Committee of Poynton 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 Poynton U3A events and activities
- Group Organisers communicating with Group members about specific group 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

Poynton U3A ensures that members' information is managed in such a way as not to infringe an individual member's rights.

Members of Poynton U3A will only be asked to provide information that is relevant for membership purposes. This will include:

- name (first and family)
- home address and post code
- email address (if you have one)
- telephone number(s)

Where additional information may be required in particular cases this will be obtained only 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.

Photographs

Photographs are classified as personal data. Poynton U3A publishes group photographs in its Newsletter of Group and trip activities. Where photographs are being taken in a public place for publication, permission will not be sought from individuals. For photographs in non-public places and where there is a likelihood of publication members will be asked to move out of shot if they do not wish to be in the photograph.

Accuracy of data and keeping data up-to-date

Members of Poynton U3A are required, under its Constitution (5 v,) to inform the U3A of any changes to their personal information.

Accountability and governance

Poynton U3A Committee Members are responsible for ensuring that the U3A remains compliant with data protection law. The U3A Committee ensures that new members joining the U3A receive a copy of the Constitution as well as information on accessing Poynton U3A's Data Protection Policy and Privacy Policy.

The Committee also ensure that Group Organisers are made aware of their responsibilities in relation to the data they can hold and process. Committee Members have a responsibility to ensure that data is both securely held and processed.

Member's control of personal details

The process of member registration includes information on accessing Poynton U3A's Data Protection Policy and Privacy Policy.

U3A members are entitled to request access to the information on them that is held by Poynton U3A. The request needs to be received in the form of a written/email request to the Membership Secretary of the U3A. See below.

U3A members can update their details by contacting the Membership Secretary. See below.

Where there is no legislative requirement to the contrary members can request removal of their details by the Membership Secretary. See below.

Where membership is not renewed, personal details will be held no longer than 12 months after membership has expired.

Data Breach

Were a data breach to be suggested or occur action will be taken to minimise the harm. This will include ensuring that all Committee Members are made aware that a breach has been suggested or taken place and how any such breach has occurred. The Committee will then seek to rectify the cause of the breach as soon as possible to prevent any further breaches. The advice of the National Office is available in these circumstances.

Communications to

membership@poyntonu3a.org.uk - or at 98, Vernon Road, Poynton, SK12 1YR.