

## Scope of the policy

This policy applies to the work of Harrow U3A, hereafter referred to as “The U3A”.

The policy sets out the requirements that The U3A has to gather information for membership purposes. The 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 is reviewed on an ongoing basis by The U3A committee members to ensure that we are compliant. This policy should be read in tandem with The U3A's Privacy Policy.

## Why this policy exists

This data protection policy ensures that The 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

## 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 The U3A members.
- The U3A will provide induction training 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.
- Data should not be shared outside 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 publications of The Third Age Trust.
- Member information should be refreshed periodically to ensure accuracy, via the membership renewal process or when policy is changed.
- Additional support will be support from the Third Age Trust where uncertainties or incidents regarding data protection arise.

## Data protection principles

The General Data Protection Regulation identifies key data protection principles:

Principle 1 - Personal data shall be processed lawfully, fairly and in a transparent manner.

Principle 2 - Personal data must be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.

Principle 3 - The collection of personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

Principle 4 – Personal data held should be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

Principle 5 – Personal data must be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;

Principle 6 - Personal data must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

## **Lawful, fair and transparent data processing**

The U3A requests personal information for membership applications and for sending communications about involvement with The U3A. The forms used to request personal information will contain a privacy statement informing potential members and members why the information is being requested and what the information will be used for. The lawful basis for obtaining member information is that the U3A has a Legitimate Interest in processing members' data. A Legitimate Interest Assessment (LIA) for the U3A is attached (Appendix 1).

In addition, members will be asked to provide consent for specific processing purposes. Members may change their optional choices during the annual renewal process. They can also check what choices are recorded for them and request changes by contacting the Membership Secretary. Where these requests are received they will be acted upon promptly and the member will be informed when the action has been taken.

## **Processed for specified, explicit and legitimate purposes**

Members will be informed how their information will be used and the Committee of The 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 Harrow U3A events and activities
- Group Leaders communicating with group members about specific group activities
- Consent will be sought in order to add members' details to the direct mailing information for the Third Age Trust magazines – Third Age Matters.
- 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 U3A will ensure that group leaders are made aware of what would be considered appropriate and inappropriate communication.

The U3A will ensure that members' information is managed in such a way as to not infringe an individual members' rights which include:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object

## **Adequate, relevant and limited data processing**

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

- Name
- Postal address
- Email address
- Telephone number(s)
- 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.

Where The U3A organises a trip or activity that requires next of kin information to be provided, a legitimate interest assessment will have been completed in order to request this information. If travel insurance details are required members will be made aware that they are passed to the travel company and any copies will be destroyed when no longer required. Members will be made aware that the assessment has been completed.

## **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 U3A to advise that they no longer wish their photograph to be displayed.

## **Accuracy of data and keeping data up-to-date**

The U3A has a responsibility to ensure members' information is kept up to date. Members will be asked 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 The U3A as to any changes in their personal information.

## **Accountability and governance**

The U3A Committee are responsible for ensuring that The U3A remains compliant with data protection requirements and can evidence that it has. Where consent is required for specific purposes then evidence of this consent (either electronic or paper) will be obtained and retained securely.

The U3A Committee will ensure that new members joining the Committee receive an induction into the requirements of GDPR and the implications for their role. The U3A will also ensure that Group Leaders are made aware of their responsibilities in relation to the data they hold and process.

Committee Members shall also stay up to date with guidance and practice within the U3A movement and shall seek additional input from the Third Age Trust National Office should any uncertainties arise. The Committee will review data protection and who has access to information on a regular basis as well as reviewing what data is held. When Committee Members and Group Leaders relinquish their roles, they will be asked to either pass on data to those who need it and/or delete data.

## Secure Processing

The U3A Committee Members and all those holding, using or processing members' data have a responsibility to ensure that data is both held and processed securely. This will include:

- Using strong passwords
- Not sharing passwords except where a clear need is recognised
- Restricting access of sharing member information to those who need to communicate with members on a regular basis
- Using password, anti-virus and firewall protection on laptops and PCs that contain members' personal information
- Using password protection or secure cloud systems when sharing data between committee members and/or Group Leaders

## Subject Access Request

U3A members are entitled to request access to the information that is held by The U3A. The request needs to be received in the form of a written request to the Membership Secretary of the U3A. On receipt of the request, the request will be formally acknowledged and dealt with expediently (the legislation requires that information should generally be provided within one month unless there are exceptional circumstances as to why the request cannot be granted.) The U3A will provide a written response detailing all information held on the member.

## Data Breach Notification

Were a data breach to occur action shall be taken to minimise the harm. This will include ensuring that all The 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.

The Chair or Hon. Secretary of the U3A shall contact National Office within 24 hours of becoming aware 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.

Where a U3A member feels that there has been a breach by the U3A, a committee member will ask the member to provide an outline of the breach. If the initial contact is by telephone, the committee member will ask the U3A member to follow this up with an email or a letter detailing their concern. The alleged breach will then be investigated by members of the committee who are not in any way implicated in the breach. Where the committee needs support or if the breach is serious they should notify National Office. The U3A member should also be informed that they can report their concerns to National Office if they don't feel satisfied with the response from the U3A. Breach matters will be subject to a full investigation, records will be kept and all those involved notified of the outcome.

## Policy Availability & Changes

This policy is available from our website or by request to the Hon. Secretary.

The policy may change from time to time. If we make material changes then we will make members aware via our newsletter.

### Appendix 1 Legitimate Interest Assessment (LIA) HU3A

#### Part 1: Purpose test, to assess whether there is a legitimate interest behind the processing.

Why do you want to process the data?	So HU3A knows who is a member; to keep track of membership fees paid; so we can contact our members
What benefit do you expect to get from the processing?	To know who our members are, and how to contact them when necessary
Do any third parties benefit from the processing?	No

Are there any wider public benefits to the processing?	No
How important are the benefits that you have identified?	Necessary to HU3A and to our members
What would the impact be if you couldn't go ahead with the processing?	We could not run a membership organisation without this data. Members would miss important information.
Are you complying with any specific data protection rules that apply to your processing (eg profiling requirements, or e-privacy legislation)?	None relevant
Are you complying with other relevant laws?	None relevant
Are you complying with industry guidelines or codes of practice?	None relevant
Are there any other ethical issues with the processing?	No

**Part 2: Necessity test, to assess whether the processing is necessary for the purpose you have identified.**

Will this processing actually help you achieve your purpose?	Yes
Is the processing proportionate to that purpose?	Yes
Can you achieve the same purpose without the processing?	No
Can you achieve the same purpose by processing less data, or by processing the data in another more obvious or less intrusive way?	No

**Part 3: Balancing test, to consider the impact on individuals' interests and rights and freedoms and assess whether this overrides your legitimate interests.**

DPIA screening – Is the type of processing likely to result in high risk to individuals' rights and freedoms?	No
<b>Nature of the personal data</b>	
Is it special category data or criminal offence data?	No
Is it data which people are likely to consider particularly 'private'?	No, with the exception of "year of birth" which is clearly labelled as "optional"
Are you processing children's data or data relating to other vulnerable people?	No
Is the data about people in their personal or professional capacity?	Personal
<b>Reasonable expectations</b>	
Do you have an existing relationship with the individual?	Yes, with existing members, not necessarily with new members
What's the nature of the relationship and how have you used data in the past?	Existing members' data has been processed and used like this in the past
Did you collect the data directly from the individual? What did you tell them at the time?	From the individual; all members have been told the purposes since July 2018.
If you obtained the data from a third party, what did they tell the individuals about reuse by third parties for other purposes and does this cover you?	Not applicable
How long ago did you collect the data? Are there any changes in technology or context since then that would affect expectations?	Collected when the member joins or at annual renewal; no change to expectations
Is your intended purpose and method widely understood?	Purpose and method are now made clear
Are you intending to do anything new or innovative?	No
Do you have any evidence about expectations – eg from market research, focus groups or other forms of consultation?	Not applicable
Are there any other factors in the particular circumstances that mean they would or would not expect the processing?	No other factors