

Data Protection Policy

1.1 Scope of the policy

This policy applies to the work of Romsey Archway u3a. The policy sets out the requirements that Romsey Archway u3a has to collect and process information. The policy details how personal information will be collected, stored and managed in line with data protection principles and the General Data Protection Regulation. The policy is reviewed on an ongoing basis by Romsey Archway u3a committee members to ensure that Romsey Archway u3a remains compliant. This policy should be read in tandem with Romsey Archway u3a's Privacy Policy.

1.2 Why this policy exists

This data protection policy ensures Romsey Archway 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

1.3 General guidelines for committee members and group convenors

- The only people able to access data covered by this policy should be those who need to communicate with or provide a service to Romsey Archway u3a members.
- Romsey Archway u3a will provide induction training to committee members and group convenors to help them understand their responsibilities when handling data.
- Committee Members and group convenors 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.
- Member information should be refreshed periodically to ensure accuracy, via the membership renewal process or when policy is changed.
- Additional support will be available from the Third Age Trust where uncertainties or incidents regarding data protection arise.

1.4 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, 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, e.g. using Beacon, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

1.5 Lawful, fair and transparent data processing

Romsey Archway u3a requests personal information from potential members and members for membership applications and for sending communications regarding members' involvement with the u3a. Members will be informed as to why the information is being requested and what the information will be used for. The lawful basis for obtaining member information is due to the legitimate interest that the u3a has with individual members. In addition, members will be asked to provide consent for specific processing purposes. Romsey Archway u3a members should contact the Business Secretary should they wish for their data not to be used for specific purposes for which they have provided consent. Where these requests are received, they will be acted upon promptly and the member will be informed as to when the action has been taken.

1.6 Processed for specified, explicit and legitimate purposes

Members will be informed as to how their information will be used and the Committee of Romsey Archway 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 Romsey Archway u3a events and activities
- Group convenors communicating with group members about specific group activities

- Member information will be provided to the distribution company that sends out the Trust publication – u3a 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

Romsey Archway u3a will ensure that group convenors 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.

Romsey Archway 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

1.7 Adequate, Relevant and Limited Data Processing

Members of Romsey Archway 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.

Where Romsey Archway 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. Members will be made aware that the assessment has been completed.

1.8 Photographs

Any photograph where an individual is identifiable is classified as personal data. Photographs may be taken of members participating in u3a activities and published on the website or in the newsletter or on Facebook. Members who do not wish their image to be used for these purposes, should let the photographer know.

1.9 Audio and Video Recordings

Audio or Video recordings of a member (or external speaker) where an individual is identifiable are classified as personal data. Audio or Video recordings may be taken of those participating in u3a activities and published on the website or on Facebook. Members (or external speakers) who do not wish a video or audio recording to be used for these purposes, should let the person undertaking the recording know. Prior to making a recording those involved should be explicitly informed of how and with whom the recording will be shared. If anyone objects to being recorded, they must be allowed to opt out, and the recording must ensure these members are not captured or identified.

Conference calls (using Teams, Zoom or similar) are for clarity considered to be covered by the above. In these application's participants are typically required to give explicit consent via the application's users interface, prior to the start of the session.

Committee and related meetings, even if conducted via Teams or Zoom should not be recorded. Minutes should be produced in the normal accepted fashion by a member appointed as the minutes secretary.

1.10 Artificial Intelligence

The committee understands that publicly available freeware AI systems such as Chat GPT and Copilot and more advanced systems such as streaming services, grammar correction, photo editing and spam filters are to be considered as data processors in terms of GDPR. These are not covered by a legal Data Processing Agreement that ensures complete privacy of data and prevents its further use by the service provider for other purposes. Therefore, these systems should not be used to process personal information such as committee meetings and agendas and confidential reports.

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

Romsey Archway 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 Romsey Archway u3a as to any changes in their personal information.

1.12 Accountability and governance

The Romsey Archway u3a Committee are responsible for ensuring that the u3a remains compliant with data protection requirements and can evidence that it is. Where consent is required for specific purposes then evidence of this consent (either electronic or paper) will be obtained and retained securely. Romsey Archway 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 Romsey Archway u3a will also ensure that group convenors are made aware of their responsibilities in relation to the data they hold and process. Committee Members will stay up to date with guidance and practice within the u3a movement and will seek advice from the Third Age Trust National Office should any uncertainties arise. The Romsey Archway u3a Committee will review data protection requirements annually as well as reviewing who has access to data and how data is stored

and deleted. When Committee Members and Group Convenors relinquish their roles, they will be required to either pass on all documentation or delete data from their personal machines.

1.13 Secure Processing

Romsey Archway Committee Members have a responsibility to ensure that data is both securely held and processed. This will include:

- Committee members using strong passwords
- Committee members not sharing passwords
- Restricting access of sharing member information to those on the Committee who need to communicate with members on a regular basis
- Using password protection and if available data encryption on laptops, PCs and external memory devices (e.g. usb drives) that contain personal information
- Using password protected databases or secure cloud systems when sharing data between committee members and/or group conveners

1.14 Subject Access Request

u3a members are entitled to request access to the information that is held by Romsey Archway u3a. The request needs to be received in the form of a written request to the Membership Secretary of Romsey Archway 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. Romsey Archway u3a will provide a written response detailing all information held on the member. A record shall be kept of the date of the request and the date of the response.

1.15 Data Breach Notification

Were a data breach to occur action will be taken to minimise the harm. This will include ensuring that all Romsey Archway 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 of Romsey Archway u3a will contact National Office as soon as possible after the breach has occurred 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.

Adopted by Romsey Archway u3a committee: 7 February 2022

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Next review due: July 2027