

U3A Sevenoaks

Data Protection Policy

All membership data, as provided by Members at their enrolment, is held by the Membership Secretary and will be treated with confidentiality.

Such data will only be used for the benefit of the membership as a whole including general administration and sending out correspondence, notices & newsletters and will not be disclosed for any other purpose.

The Sevenoaks U3A website will protect personal data using anonymised links. The website will display a member's personal contact data only if agreed by the member concerned.

For the purposes of distribution and mailing of U3A material only, data may be passed to a third party. This must be approved by the Executive Committee and the third party will be contractually bound to comply with this policy with regards to non-disclosure.

For the purposes of making a Gift Aid charity repayment claim, data may be passed to HMRC.

Data will not be passed on to any other organisations unless legally required to do so.

With regard to their personal data Members have the right:

- to be informed
- to ask what personal details we hold on you
- to amend the personal details we hold on you
- to ask for your personal data to be permanently removed (see item 1.1)
- to restrict when we may use your personal data
- to object

Any Member who wishes to check, change or withdraw the personal data held on them by Sevenoaks U3A should contact:

The Membership Secretary at membership@sevenoaksu3a.org.uk

Any requested actions will be confirmed back to the Member.

Membership data will also be available to the Executive Committee who will ensure that this policy aligns with the General Data Protection Regulations (GDPR) under the Data Protection Act 2018 whereby we will gain consent from our Members to obtain, retain and use their personal information and also demonstrate compliance with the principles of the GDPR

Below is a summary of details of the Membership Database and other Databases and Contact Lists operational within Sevenoaks U3A

1.0 Membership Data

1.1 Data & Storage

Sevenoaks U3A maintains Membership Data held in the Beacon integrated membership, groups, finance and mailing system, which is managed by the Third Age Trust

We collect the following data for membership purposes:-

- Members name
- Postal address
- Telephone number (if available)
- Email address (if available)
- Gift Aid Consent (yes/no) - plus Gift Aid Consent form duly signed (if applicable)
- Date joined
- Subscription payment method (standing order/cheque)
- Membership status (single/joint)
- Newsletter delivery (email/post)

New members will be required to give written consent as they join.

Membership of Sevenoaks U3A is conditional upon the above information being provided. We cannot effectively run our U3A without this minimum information.

Every Member has the right to have their personal information amended or removed from the Beacon system. However, membership of Sevenoaks U3A is conditional upon the above information being provided. We cannot effectively run our U3A without this minimum information.

1.2 Use of Personal Data

Membership data is used:

- To provide names and addresses to the Third Age Trust for the distribution of the "Third Age Matters" magazine (5 x year)
- To provide names and addresses to our external printing and mailing service for the distribution of the hard copy Newsletter (10 x year) and Handbook (1 x year)
- To provide email addresses to our internal Distribution Manager for the electronic distribution of the eNewsletter (10x year)
- To provide names and addresses to HMRC in relation to our Gift Aid application (only applicable to those Members who have consented to Gift Aid their subscription)
- To provide information applicable to Group Leaders and Committee Members for inclusion in the annual Handbook

1.3 Access to Membership Data

The following have access to the Beacon system:

- The Communications Officer who is the Administrative Officer for the Beacon system on behalf of Sevenoaks U3A

- The Sevenoaks U3A Membership Secretary – for updating of membership data.
- Other Trustees of Sevenoaks U3A (Members of the Executive Committee) – access on the basis of need.

Selected restricted information is extracted from the Beacon system for the following recipients

- The Distribution Manager (U3A Member) - For the eNewsletter
- Third Age Trust - For “Third Age Matters”
- External printing and mailing service - for the hard copy Newsletter and Handbook
- HMRC - For Gift Aid

Other than the above, no further data from the Membership Database will be transferred outside Sevenoaks U3A unless legally required to do so.

1.4 Accuracy of Data

Members need to ensure that personal information held on our Membership Database is up to date. We rely on Members to keep us informed so that the Membership Database is up to date.

1.5 Retention of Personal Data

We will retain your personal data as long as your membership is active.
As membership ceases, data will be deleted within 2 months

Gift Aid consent forms (hard copy) will be kept for a minimum period of 6 years as required by HMRC.

2.0 Social Committee

In order to administer visits and holidays the Social Committee will collect the following data from Members completing the application form attached to flyers:

- Name
- Postal address
- Email address
- Telephone Number
- Car registration number (if applicable)
- This data may be retained by the Social Committee on a password-protected computer and will only be used for communication between the Member and the Social Committee.

A note to this effect will be stated on each application form.

When it may be necessary to pass data relevant to a holiday or visit to a third party (eg travel agent or hotel) then this will be clearly advised on the application form. We will require an undertaking from any such third party that the information provided must only be used in relation that holiday/visit and not for any other purpose. .

Every Member has the right to have their personal information amended or removed from the Social Committee Database.

The above process will also apply to one-off occasional Study Days organised by Sevenoaks U3A.

3.0 Web Team

In order to administer the use of disguised email addresses (eg chairman@sevenoaks.org.uk) the Web Team maintains a database of the following information from Members who have agreed to use a disguised email address:

- Name
- Personal email address
- Disguised email address

This data is stored on an encrypted server and can only be accessed by the Web Team.

Every Member has the right to have their personal information amended or removed from the Web Team Database

4.0 Apple Group

The Apple Group operates a database held on a password-protected computer and collects the following data from Members of the Apple Group for administration purposes:-

Name
Email address
telephone number

This data can only be accessed by 2 members of the Apple Group Management Committee and will only be used for communication between the Apple Group and its Members.

Every Member has the right to have their personal information amended or removed from the Apple Group Database.

5.0 Committees & Sub Committees

Our Committees & Sub Committees generally keep a Contact List of all Members of that Committee. This is shared list and may include the following:

- Name
- Postal address
- Email address
- Telephone number

It is important that all Members the Committee agree to share their data and that this is minuted at a committee meeting. The data should only be used for the administration of the Committee and for no other purpose.

Every Member has the right to have their personal information amended or removed from their Committee Contact List.

6.0 Study Groups

Our Study Groups generally keep a Contact List of all Members in that Study Group. This is a shared list and may include the following:

- Name
- Postal address
- Email address
- Telephone number

It is important that all Members of a Study Group agree to share their data. The data should only be used for the internal administration of the Group and for no other purpose.

It is advised that Group Organisers obtain & retain email confirmation from Group Members agreeing to the use of their shared data.

Every Member has the right to have their personal information amended or removed from a Group Contact List.

7 Breach Notification

Any breach or inappropriate use of any database operated within Sevenoaks U3A must be reported to the Executive Committee (chairman@sevenoaksu3a.org.uk) within 72 hours.

November 2019 (rev B)