

# **CREWKERNE AND DISTRICT U3A DATA PROTECTION POLICY**

Adopted by the Committee of Trustees on January 5<sup>th</sup> 2017

## **Introduction**

We ask our members to provide their contact details when they join our U3A group. We need to tell our members how we will use their data and take all reasonable precautions to look after it. In doing so we will be following key principles of the Data Protection Act i.e. Transparency and a Duty of Care.

## **Transparency**

When members complete an enrolment or renewal form we explain how their contact details are going to be used by including this statement: "Your contact details will only be used to inform you of activities within our own U3A group and in the wider U3A movement. If you wish to receive a copy of Third Age Matters your name and address only will be passed to the Third Age Trust"

## **Taking care of Members' Data Beacon**

We store our members' data in an online membership system database, called Beacon . The Beacon team maintains reasonable security safeguards. These include password protected access to data which is encrypted and stored on remote servers.

Full details of the terms and conditions are available.

## **Control over Access**

The DBA reports to the committee on who has what access to the system

- View, modify or download the complete database of members
- Access parts of the database
- Send mass email to all members
- Modify the website

Members who have access to the Beacon database must not copy or email personal details to anyone else. They must not share their password with anyone else.

## **Lapsed Member Data**

We do not normally keep details of lapsed members for longer than 12 months. Tax law requires that Gift Aid information be retained for 7 years.

## **Group Leaders**

Details of the members in a group can be accessed by the Group Leader from the Beacon system. Group Leaders printing out such information should be aware of the danger of the information becoming out of date and of the requirement to maintain the privacy of such information.

Group members may make a joint decision to share their details with other group members. Members must have an opportunity to opt out.

## **Sending group emails**

Emails to groups of members should always be sent via the Beacon system by:

- Selecting the group of recipients
- Sending an email to the selected members

This will ensure that each member has no sight of other recipients' email addresses

The 8 principles of the DPA must be borne in mind at all times, when dealing with members' details.

**If sending group emails from sources other than Beacon, ensure the bcc function is used.**

