

Data Protection Policy.

General Data Protection Regulations (GDPR) designed to “protect the rights and freedoms of individual data subjects “were introduced across the EU on 25 May 2018. These will be implemented and supplemented in the UK via the Data Protection Bill 2017-19.

Clearly the protection of our personal data is critical to all of us and the committee has therefore been considering what action Comber and District U3A needs to take to implement the regulations in an appropriate way. In doing so we have been aided by information and training from the Third Age Trust.

Central to the GDPR are the concepts of “contract” and “consent”. Translated into our context people contract with the U3A when they become members and give their consent to the data they provide on their application form being used by the organisation for U3A purposes. At present we collect and hold the following personal information (where you have provided it):

- Name.
- Address
- Telephone number * email address.

In the main this can involve the use of your email address to contact you about meetings and events, although increasingly information is going on to the website for you to access and preclude the need for mailings. The information is currently held on hard copy (the application forms) and on a database maintained by the Membership Secretary. You may make an application through the committee to see what of your personal data is held. You may also request that data is removed.

We must ensure that we keep your data secure and that it is used only for U3A purposes and not shared with any other organisation (unless you have given consent). This is our commitment to you. Our policy therefore is to:

- Request only minimal personal information from you.
- Minimise mailings and “blind copy” recipients.
- Store personal data securely.
- Ensure it is used only for U3A purposes

- Ensure those who may have access to personal data e.g. group leaders, are apprised of their data handling responsibilities.
- Remove data on request or when it is no longer needed.

We will be providing advice to Group Leaders and updating the Group Leaders' Handbook over the next few weeks.

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