

DATA PROTECTION POLICY

Introduction

From 2018 a new General Data Protection regulation will come into operation as well as the Data Protection Act already enacted. The Ferndown University of the Third Age (FU3A) is committed to a policy of protecting the rights and privacy of members. We acknowledge the importance of keeping members' Personal Information safe and secure at all times.

Transparency

To carry out the work of FU3A we ask our members to provide their contact details when they join our group. The only Personal Information held in our Database is:

Name and Address

Telephone number

Email address (if applicable)

Yes or No to Gift Aid

Emergency contact details

Membership Number, this is unique and is known only to the member and the authorised Committee members.

Under the Data Protection Act the data held by FU3A is defined as Standard Personal data. The level of security must be good and proportionate to the data kept by Ferndown U3A.

This information is needed for communication on Ferndown U3A matters.

The name, telephone number and email address of members within a group is known to the Group Leader via the group register. The register is necessary for Risk and Fire safety purposes and attendance recording. The contact details are required in order for the Group Leader to contact members with course information or changes. Members will be expected to provide details of someone who can be contacted in an emergency (name; phone number plus a mobile number if available; and an email address if available). If the member's spouse or partner is nominated as their emergency contact details of another contact must be provided in addition.

Members' names and addresses will be passed to the Third Age Trust if they wish to receive a copy of Third Age Matters.

Access to the information is restricted to:

- a) Those Committee Members having a specific need. This may include the Treasurer, Chairman, Membership Secretary and Data Protection Administrator.
- b) The Beacon development team, for the purposes of correction or development.
- c) The website development Team, but solely for the purposes of liaison with Group leaders and members of the Events / Visits.

It is FU3A policy that no other third party will have access to our membership data base.

TAKING CARE OF MEMBERS DATA

Our Supplier

We use the Beacon system, specially developed by the U3A for any UK based U3A group.

The members' data is stored in an online membership system database. This system has SSL Certification; this is a protocol used to secure and encrypt communications between computers.

The organisation supporting this system maintains security safeguards including the encryption of personal data. All the above are committed to Data Protection and abide by the principles of the Act. All people with access have to sign a non-disclosure agreement.

Database Administrator

Our Database Administrator, usually the Membership Secretary, controls the access to this database by allocating permissions to other Committee members solely where necessary. The Administrator is the only person with the authority and access to change a member's personal details. Members must request in writing or email in order to authorise changes to Personal Data.

Control over access

The committee will maintain and review the list of those Committee members who have permission to:-

View, modify or download the information necessary to their function

Send mass emails to all members.

Modify the website.

Further:

Committee Members who have direct access to the member database cannot copy or email lists of personal details to anyone else.

Their personal password which gives them access to the data base must not be shared with anyone else.

All members must confirm that they have read this data protection policy and a record of this confirmation is to be kept.

Lapsed Member Data

On leaving Ferndown U3A a member's data will be retained for no longer than 12 months. This helps to cope more efficiently with the member rejoining within that period. The Inland Revenue insist that Gift Aid lists are retained for 7 years which is adhered to by our Treasurer.

Group Leaders

Group Leaders have a copy of the register of members in their group. This register is needed for safety and course change advice for members. It contains name, telephone number and email address of each group member. This is purely for the use of the leader and the personal information is not to be shared with other members of the group.

Sending personal emails

When sending an email, all members should be aware that some people will not want their email address shared with other members. If in doubt the sender should use the bcc facility which will conceal email addresses from the recipients.

Email Addresses on our Website

Personal email addresses will not be made available for the general public to view. Committee members can be contacted by members and non- members via the website www.ferndownu3a.co.uk or by using the email address ferndownu3a@gmail.com

Children and International protection

The U3A constitution does not allow children or International membership.

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