

GDPR GUIDANCE FOR CLITHEROE U3A INTEREST GROUP CONVENORS



The General Data Protection Regulations can seem complex, and all organisations are required to comply with their provisions. However it all falls into place when we look at the following principle....

Information (data) about a person is one of their most precious possessions. It affects their image of themselves, enables them to communicate with others, and others to communicate with them. When a person gives that information to someone else, it still belongs to the giver, and the receiver should take every step needed to look after that information on behalf of the person. Data protection is there to help us do this consistently and properly.



When a group member lets the group convenor have their personal information, they are entrusting them with it. These guidelines are to help us as group convenors to fulfil this trust.

Guiding Principles

1. Group convenors should only keep permanent records whose purpose is to administer the group. This purpose will be the arrangement of meetings, visits and trips.
2. The only data held for this purpose must be a subset of that held by the Membership Secretary for the U3A as a whole. This comprises: **Title, Name, Postal Address, Email Address, Home Telephone, Mobile Telephone.** You may keep less than this, **but must not keep more.** This is vital to be consistent across the organisation, so that we only hold data for which the subject has given consent (by signing their membership form).
3. Personal information gathered **for a particular event or trip**, does not need further consent if it is within the list of details specified above (2). However if further, more personal, details are needed, such as dietary requirements, disability needs, age, and religion or similar, these will need individual consent. This would usually be on the event booking form, which should contain the following statement....



“The extra information on this form, that is additional to your U3A membership information, will be held securely solely for the purpose of organising the event. After the event it will be deleted.”

It is the Group Convenors responsibility to ensure that this extra information is deleted after the event.

Related issues

4. Next of kin

Especially on visits, group members should be reminded that it is their responsibility to have with them details of their next of kin. This could be an ICE card or mobile phone screen. In the unusual situation where the group convenor or leader has to have next of kin information, group members should obtain consent from the next of kin before giving you the names.

-ICE- In Case of Emergency-ICE-	
Name + Address:	
Spouse:	
Children:	
ICE Contact:	
ICE Contact:	

5. Change of personal details

The only personal information shared from the Membership Secretary to Group Convenors is the list of names sent out annually, in order to check that group members are U3A members. This means that when members move house or change other details, they must inform both the membership secretary and the appropriate group convenors. If Group Convenors are informed by a group member of a change in their

details, they must not pass that information on to the Membership Secretary, but rather the member should be asked to do that themselves.

6. **Communication with outside organisations**

Group Convenors may circulate information they have received from outside organisations to their group members. However they must not apply to a third party on behalf of their members, or send their group's details off to a third party. A list of names going on a visit is acceptable to send, but not further details.

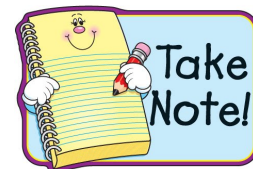
7. **Access to data**



U3A members have a right of access to their data (What information do you have on me?), a right to have it rectified if inaccurate, and a right to have it erased when no longer needed. Because Group Convenors only hold permanently a subset of the U3A data, any such request can be met by the Membership Secretary, who can inform the appropriate Group Convenors. Such requests should be completed within 14 days.

8. **Data storage**

Group Convenors may hold data in a variety of ways. This will range from computer files to phone contacts, to paper sheets, to notes in the back of your diary. However that data is held it should be held securely, with backups in place if needed. You need to think carefully how you secure this valuable personal information. If you hold it on your computer, is your virus checker up to date, and can you restore the data if lost? Is your computer password protected, and do you need to password protect the files? If you hold it on your phone, is it backed up in the cloud regularly, and is your phone itself secure? Are your passwords strong enough? If it is on paper, is that paper stored in a safe place, where it cannot be seen by a visitor your house?



9. **Sending emails**

If you send emails to the members of your group, please always use the blind copy (bcc) facility with yourself in the To: line, and your other group members in the bcc line.

10. It will not always be the Group Convenor who arranges or runs a trip or event. If others in your group also handle members data as outlined above, it is the Group Convenors responsibility to ensure that they do so securely.

11. **Data breaches**

If you lose members information (a Data Breach), you must promptly inform the Membership Secretary or another committee member, so that appropriate action can be taken. You should also take steps to inform the members of your group.



12. **Alternative access to data**

There is of course the possibility of incapacity, or death, of a Group Convenor who holds data about group members. So it is a good idea to make sure someone else knows where the information is, and how to access it!

Finally, this all may seem a lot to keep in mind as we seek to run and develop our interest groups. However if we simply treat information about other people as being extremely valuable property that belongs to them, and take common-sense steps to keep it safe, most of this will easily fall into place.

Philip Bradshaw, Frank Taylor
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