

## DATA PROTECTION POLICY SUMMARY – Crowborough u3a

### Introduction

The data we hold is that which you have given us on joining or subsequently. This would typically include name, address, phone number and email address. However, it may also include your taxable status which we need in order to reclaim gift-aid from HMRC.

### Policy

1. You may ask at any time to see the data held about you.
2. You have the right to ask for your data to be changed or deleted from the Crowborough u3a database\*.
3. We will keep your data securely in electronic or paper form.
4. Your data will not be used for any purpose other than for conducting U3A business, in particular, communicating with you. It is never released to third parties for marketing purposes but names and addresses are passed to an authorised direct mailing company for the sole purpose of distributing u3a Matters magazine.
5. Lapsed member data is routinely deleted one year after the year-end\*.
6. The distribution of third party marketing material or survey requests to members is forbidden.

### Data Management

- The Committee have appointed a Data Guardian.
- The Membership Secretary deputises for the Data Guardian and will receive requests from members to examine, change or delete information.
- The Data Guardian and Membership Secretary have sole access to the full database but dated subsets of data are released to relevant officers of the committee to enable them to carry out their various U3A responsibilities (Membership renewals, Gift-Aid claims, newsletter distribution, AGM notifications, etc.). Subsets must be securely destroyed before the expiry of 31 days from production.
- Member's data is held on the u3a Trust's Beacon database which is backed up to a secure cloud-based facility each time it is accessed.
- Group leaders who compile group member lists will keep such lists secure and undertake not to disclose member details outside of their group except to officers of the Crowborough U3A committee.
- Crowborough U3A occasionally include group photographs on its' website or display them at public events. Where photographs have been submitted for public display, the photographer must first have ensured that all persons featured in them have given their consent for publication at the time of shooting. (This may be as simple as having asked group members who do not consent to step out of frame, or by having secured completion of a formal consent form if appropriate). Members wishing to have their photograph removed from display must make their request to the Chair. Display material may otherwise be archived indefinitely.

\* Since HMRC require us to keep records in support of Gift-Aid claims for six years, we cannot delete taxable member data until that time has elapsed.

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Next Review: June 2027