



# Basingstoke – Old Basing u3a

## Data Protection Policy

### 1. Introduction

This is the Data Protection Policy of Basingstoke - Old Basing u3a, adapted from the national u3a template document.

### 2. Policy

#### 2.1 Scope of the policy

This policy applies to the work of Basingstoke - Old Basing u3a. The policy sets out the requirements that Basingstoke - Old Basing u3a has to collect and process information for membership purposes. The policy details how personal information will be collected, stored and managed in line with data protection principles and the General Data Protection Regulation. The policy is reviewed on an ongoing basis by Basingstoke - Old Basing u3a committee members to ensure that Basingstoke - Old Basing u3a remains compliant. This policy should be read in tandem with Basingstoke - Old Basing u3a's Privacy Policy.

#### 2.2 Why this policy exists

This data protection policy ensures Basingstoke - Old Basing u3a:

- complies with data protection law and follows good practice
- protects the rights of members
- is open about how it stores and processes members' data
- protects itself from the risks of a data breach

#### 2.3 General guidelines for committee members and group leaders

- The only people able to access data covered by this policy should be those who need to communicate with or provide a service to Basingstoke - Old Basing u3a members
- Basingstoke - Old Basing u3a will provide induction training to committee members and group leaders to help them understand their responsibilities when handling data.
- Committee members and group leaders should keep all data secure, both on electronic devices and on paper, by taking sensible precautions and following the guidelines below. Please see section 2.11 for further details.
- Strong passwords must be used and they should never be shared.
- Data should not be shared outside the u3a unless with prior consent and/or for specific and agreed reasons. Examples would include Gift Aid information provided to HMRC or information provided to the distribution company for the Third Age Trust publications.
- Member information should be refreshed periodically to ensure accuracy, via the membership renewal process or when policy is changed.
- Additional support will be available from the Third Age Trust where uncertainties or incidents regarding data protection arise.

#### 2.4 Data protection principles

The General Data Protection Regulation identifies key data protection principles:

- Principle 1 - Personal data shall be processed lawfully, fairly and in a transparent manner
- Principle 2 - Personal data must be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those



purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes

- Principle 3 - The collection of personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Principle 4 – Personal data held should be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay
- Principle 5 – Personal data must be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for the which the personal data are processed; personal data may be stored for longer periods in so far as the personal data will be processed solely for archiving purposes in the public interest , scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals
- Principle 6 – Personal data must be processed in accordance with a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

## 2.5 Lawful, fair and transparent data processing

Basingstoke - Old Basing u3a requests personal information from potential members and members for membership applications and for sending communications regarding members' involvement with the u3a. Members will be informed as to why the information is being requested and what the information will be used for. The lawful basis for obtaining member information is due to the legitimate interest relationship that the u3a has with individual members. In addition, members will be asked to provide consent for specific processing purposes. Basingstoke - Old Basing u3a members will be informed as to who they need to contact should they wish for their data not to be used for specific purposes for which they have provided consent. Where these requests are received, they will be acted upon promptly and the member will be informed as to when the action has been taken.

## 2.6 Processed for specified, explicit and legitimate purposes

Members will be informed as to how their information will be used and the Committee of Basingstoke - Old Basing u3a will seek to ensure that member information is not used inappropriately. Appropriate use of information provided by members will include:

- communicating with members about Basingstoke - Old Basing u3a events and activities
- group leaders communicating with group members about specific group activities
- group leaders maintaining a register of member attendance at their group, containing member names, which other members of the group can see and maintaining a list of emergency contact details, which cannot be shared
- sending members information about Third Age Trust events and activities
- communicating with members about their membership and/or renewal of their membership
- communicating with members about specific issues that may have arisen during the course of their membership

Basingstoke - Old Basing u3a will ensure that group leaders are made aware of what would be considered appropriate and inappropriate communication. Inappropriate communication



would include sending u3a members marketing and/or promotional materials from external service providers.

Basingstoke - Old Basing u3a will ensure that members' information is managed in such a way as to not infringe an individual members rights which include:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object

## **2.7 Adequate, relevant and limited Data Processing**

Members of Basingstoke - Old Basing u3a will only be asked to provide information that is relevant for membership purposes. This will include:

- Name
- Postal address
- Email address
- Telephone number
- Gift Aid entitlement

Where additional information may be requested, such as age health-related information or emergency contact details, this will be obtained with the consent of the member who will be informed as to why this information is required and the purpose that it will be used for. Basingstoke - Old Basing u3a will infer that the member has the permission of the next of kin to provide this information. Where Basingstoke - Old Basing u3a organises a trip or activity that requires next of kin information to be provided, a legitimate interest assessment will have been completed in order to request this information. Members will be made aware that the assessment has been completed.

## **2.8 Photographs**

Photographs are classified as personal data. Where group photographs are being taken, the intended usage of the photographs will be explained first. Members will be asked to step out of shot if they don't wish to be in the photograph. Otherwise consent will be obtained from members at the time, in order for photographs to be taken.

## **2.9 Accuracy of data and keeping data up-to-date**

Basingstoke - Old Basing u3a has a responsibility to ensure members' information is kept up-to-date. Members will be informed to let the membership secretary know if any of their personal information changes. In addition, on an annual basis, the membership renewal process will provide an opportunity for members to inform Basingstoke - Old Basing u3a as to any changes in their personal information.

## **2.10 Accountability and governance**

The Basingstoke - Old Basing u3a Committee is responsible for ensuring that the u3a remains compliant with data protection requirements and can evidence that it has. Where consent is required for specific purposes then evidence of this consent (either electronic or paper) will be obtained and retained securely. Basingstoke - Old Basing u3a Committee will ensure that new members joining the Committee receive an induction into the requirements of GDPR and the implications for their role. Basingstoke - Old Basing u3a will also ensure



that group leaders are made aware of their responsibilities in relation to the data they hold and process. Committee members will stay up-to-date with guidance and practice within the u3a movement and will seek advice from the Third Age Trust should any uncertainties arise. Basingstoke - Old Basing u3a Committee will review data protection requirements on an ongoing basis as well as reviewing who has access to data and how data is stored and deleted. When Committee members and group leaders relinquish their roles, they will be asked either to pass on data to those who need it and/or delete data. Their privileges with regard to access to personal data will also be removed on the membership data system.

### **2.11 Secure Processing**

Basingstoke - Old Basing u3a Committee members and group leaders have a responsibility to ensure that data is both securely held and processed on electronic devices. This will include:

- Committee members using strong passwords
- Committee members not sharing passwords
- Restricting access of sharing member information to those on the Committee, who need to communicate with members on a regular basis
- Restricting access of sharing member information of those members in a group to the group leader of that group, who can then communicate with those members
- Using password protection on laptops and PCs that contain members' personal information
- Using password protection, a membership database or secure cloud systems when sharing personal data between committee members and/or group leaders.
- When a member leaves the committee, password protection will be changed immediately for any restricted data on the website, shared with all committee members. It is the responsibility of the Basingstoke - Old Basing u3a Data Protection Officer to change the password and communicate the new password to Committee members.
- Committee Members and group leaders taking adequate and reasonable measures to ensure that their devices are used in a safe environment and are free of viruses and other malware, which might enable unauthorised access to members' personal data
- Basingstoke - Old Basing u3a will not pay for security software on Committee members' or group leaders' computing devices, except if there is no other email, internet or social media usage on the device. Exceptions to this are to be referred to the Basingstoke - Old Basing u3a Treasurer.

### **2.12 Subject Access Request**

U3a members are entitled to request access to the information that is held by Basingstoke - Old Basing u3a. The request needs to be received in the form of an email request to the Data Protection Officer of Basingstoke - Old Basing u3a (email [systems@basingstokeu3a.org](mailto:systems@basingstokeu3a.org)) or in writing and handed to a member of the Basingstoke - Old Basing u3a Committee. On receipt of the request, the request will be formally acknowledged and dealt with expediently (the legislation requires that information should generally be provided within one month) unless there are exceptional circumstances as to why the request cannot be granted. Basingstoke - Old Basing u3a will provide a written response detailing all information held on the member. A record shall be kept of the date of the request and the date of the response, which will be held in the member's record on our membership database system.



## 2.13 Data Breach Notification

Were a data breach to occur, action will be taken to minimise the harm. This will include ensuring that all Basingstoke - Old Basing u3a committee members are made aware that a breach has taken place and how the breach occurred. The Committee shall then seek to rectify the cause of the breach as soon as possible to prevent any further breaches. The Chair of Basingstoke - Old Basing u3a will contact National Office as soon as possible after the breach has occurred to notify of the breach. A discussion will take place between the Chair and National Office as to the seriousness of the breach, action to be taken and, where necessary, the Information Commissioner's Office would be notified. The Committee shall also contact the relevant u3a members to inform them of the data breach and actions taken to resolve the breach.

Where a u3a member feels that there has been a breach by the u3a, a committee member will ask the member to provide an outline of the breach. If the initial contact is by telephone, the committee member will ask the u3a member to follow this up with an email or a letter detailing their concern. The alleged breach will then be investigated by members of the committee who are not in any way implicated in the breach. Where the committee needs support or if the breach is serious, they should notify National Office. The u3a member should also be informed that they can report their concerns to National Office if they don't feel satisfied with the response from the u3a. Breach matters will be subject to a full investigation, records will be kept and all those involved notified of the outcome.

## 3. Queries

### 3.1 Queries regarding this policy or use of data

**If you have any questions regarding this Data Protection Policy, please contact the Data Protection Officer by email at [systems@basingstokeu3a.org](mailto:systems@basingstokeu3a.org) or in writing and handed to a member of the Basingstoke - Old Basing u3a Committee.**

## 4. Changes to our Data Protection policy

This Data Protection Policy is available on Basingstoke – Old Basing u3a website (<https://www.basingstokeu3a.org>). This policy may change from time to time. Members need to refer to policies to ensure they have the most recent information.

## Adoption and Review

**This policy was adopted on 1<sup>st</sup> December 2022 and revised in August 2023**

**Policy review date: 1<sup>st</sup> December 2024**