



Data Protection Procedures for Group Coordinators June 2018

1. Matlock Area U3A (MAU3A) Data Protection and Privacy Policies can be found on the website – go to "About the U3A" then to the bottom of the "What we do" page.
2. This document will be used as the basis for induction training for new coordinators and management committee members.
3. MAU3A collects the minimum amount of personal data from members in order to communicate with them and to collect Gift Aid where relevant.
4. Coordinators should keep all personal information secure whether on paper or electronic device.
5. Coordinators should not share members' details informally with anyone or outside of U3A.
6. Group coordinators should have contact details for all group members, with their permission. An email distribution list should be established and members should be asked whether copies are open to all members of the group or are blind copies. Alternative contact arrangements should be made for those without computers. N.B. this has not changed.
7. New members are asked to give permission for the information they supply to be used as follows:
 - "To communicate with you as an MAU3A member.
 - To share with the coordinator of those groups that you are a member of.
 - To send you general information about the Third Age Trust".
8. MAU3A is asking existing members to give their consent for the information they have given to be stored and used for these purposes.
9. When management committee members and group coordinators leave their posts they should hand over all member information to their successors and delete it from computer equipment etc. and destroy paper copies.
10. When a member leaves a group their information should be removed from the coordinator's files.
11. Coordinators will not send group members inappropriate material e.g. marketing and/or promotional materials from external service providers.
12. There may be instances where it is necessary to obtain information about a member's next of kin. This should only be retained as long as is necessary.

- 13.If there is an accident or other incident involving a member during a MAU3A activity, it may be appropriate to share information with a third party without the member's consent.
- 14.Photographs are classified as personal data. Where group photographs are being taken 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 in order for photographs to be taken and members will be informed as to where photographs will be displayed. Should a member wish at any time to remove their consent and to have their photograph removed then they should contact their group coordinator to advise that they no longer wish their photograph to be displayed.
- 15.Members are entitled to ask to view information that is held about them.
- 16.Members should contact the MAU3A management committee if they feel that there has been a breach of data protection policy.

June 11th 2018