



Data Protection Policy

Westerham U3A recognises its obligations under the Data Protection Act 1998 and will comply with the eight principles set out in that Act.

1) Personal data shall be processed fairly and lawfully.

A statement on the membership form will explain how the data will be used and direct members to our Data Protection Policy.

2) Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.

Data collected from members will be used solely to assist in the efficient running of Westerham U3A :

- to manage course applications and payments
- to create mailing lists for magazines, newsletters and notices
- to create course lists for tutors
- to provide the Third Age Trust with a mailing list of members who wish to receive "*Third Age Matters*"

3) Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.

The data collected from members will be the minimum that is needed to carry out the purposes listed in section (2).

4) Personal data shall be accurate and, where necessary, kept up to date.

Where inaccuracies are noted or where members request changes to or deletions of their data, these corrections will be made promptly.

5) Personal data processed for any purpose shall not be kept for longer than is necessary for the purpose(s)

The personal data collected from members will be kept only for as long as is needed for efficient running of Westerham U3A and/or to meet current legislation. After that time paper records will be destroyed and the information will be deleted from the database and back-up copies.

6) Personal data shall be processed in accordance with the rights of data subjects under this Act.

Members have the right to be told what information we hold about them. Information about any member will not be passed to anybody other than those people listed in section (7) unless the member has agreed to it.

7) Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Suitable precautions will be taken to ensure the safety of paper and electronic versions of members' data.

The membership secretary will act as guardian of the full membership database (containing name, mailing address, email and joining/payment data), controlling access so as to maintain maximum security of information.

Access to the full membership database will be limited to:

- members of the U3A executive committee
- group leaders/tutors (who will only receive contact information about the people in their group)
- Westerham U3A members (who will only have access to relevant email addresses) for preparing email communications
- the Third Age Trust

A password protected back-up copy of the membership database will be kept on an external medium and updated regularly.

A password protected copy of the full database is accessible only to committee members. This copy will be replaced as necessary with an updated version and the previous copy destroyed.

8) Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

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