

Data Protection Policy

1. Introduction

This document is the Data Protection policy for Wirral u3a.

2. Policy

2.1 Scope of the policy

This policy applies to the work of Wirral u3a. The policy sets out the requirements that Wirral 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 Wirral u3a committee members to ensure that Wirral u3a remains compliant. This policy should be read in tandem with Wirral u3a's Privacy Policy.

2.2 Why this policy exists

This data protection policy ensures Wirral 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 convenors

- The only people able to access data covered by this policy should be those who need to communicate with or provide a service to Wirral u3a members.
- Wirral 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, by taking sensible precautions and following the guidelines below.
- Strong passwords must be used, and they should never be shared.
- Data should not be shared outside of 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 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.