



Registered with The Charity Commission for Northern Ireland  
NIC 107631



## GENERAL DATA PROTECTION REGULATION

25<sup>TH</sup> MAY 2018

UPDATES THE DATA PROTECTIN ACT 1998

### Principles

- 1) Lawful basis for collecting and storing personal information ( data )- contract and consent
- 2) Informing data subjects about the what, why, where of their personal data
- 3) Letting data subjects know what their rights are and how to exercise them
- 4) Removing data on request or when no longer required.

### Action required

- 1) A 'legitimate interest assessment' by the Committee explaining what data is held, for what reasons, how it is held , who has access to the data and what are the risks.
- 2) A privacy notice to members setting out the above on the website and/or Newsletter.
- 3) A tick box on the membership application form to seek consent to hold data on new or renewed members from 25<sup>th</sup> May.
- 4) Removal of data on ex-members 12 months after the expiry of their membership.

The Regulation is not retrospective, so that any consent, either implicit or explicit, already obtained does not have to be duplicated. The contract created between members and the U3A by membership subscription in exchange for membership services creates implicit consent for the purposes of membership. But members need to be informed about the Regulation and, .in particular, their right to have data removed.

### Draft Legitimate Interest Assessment

The data held on individual members of Banbridge District U3A comprises name, address, telephone number and email address (if held). This information is held on a membership spreadsheet designed and kept by the Treasurer, which is circulated from time to time to four other members of the Executive Committee. The information is used to despatch Newsletters and the Third Age Matters magazine to members and to enable urgent contact with the member, if required eg to inform the member of changes to an outing on which they are booked. The level of risk to holding this data is minimal, as it is only held by a few responsible individuals and is never disclosed to third parties.

### Draft Privacy Notice

This is to inform members that we are aware of the General Data Protection Regulation which comes into force on 25<sup>th</sup> May 2018 and are seeking to comply with its conditions.



Registered with The Charity Commission for Northern Ireland  
NIC 107631



The only data held on members is their name, address, telephone number and email address, if applicable. The data is only held by 5 members of the Executive Committee. This data is used only

for the purposes of U3A membership, principally to distribute the Newsletter and the Third Age Matters magazine. No data is disclosed to third parties. When a member ceases to renew membership, their data will in future be removed 12 months after the cessation of membership.

If any member has any concerns about their personal data held by Banbridge District U3A and wishes to amend or remove any data previously made available to the U3A, they should inform the Membership Secretary or Treasurer of these concerns as soon as possible.

In terms of future membership, new members will be asked for explicit consent to the holding of the relevant data on joining the U3A.

#### Draft Consent Amendment to Application Form

I hereby consent to the Executive Committee of Banbridge District U3A holding the personal data provided with this application form for the purposes of membership of the U3A only.

Adrian Howlett

25 April 2018