

## **DATA PROTECTION POLICY: NOTE: Please read and sign**

This note is prepared for all members of Wollaton U3A who have access to personal data of members; it is specifically for Committee members and Group Convenors who have access to Beacon.

Wollaton u3a's Data protection Policy details how personal information will be collected, stored and managed in line with the data protection principles and the General Data Protection Regulation (GDPR).

- GDPR is Data Protection **LAW** which says you must “***protect the rights and freedoms of individual's data information***”.
- It gives everybody protection rights for their personal information.
- Anybody with access to other people's personal information must ensure its nondisclosure to others unless specific written authority is held.
- Wollaton U3A, and its members, have a moral and legal obligation to protect all members from unauthorised divulgence of any personal information.
- What does GDPR apply to?
  1. Collection of Data.
  2. Keeping of Data.
  3. Removing or deleting Data.
  4. ANYTHING to do with Data

### **Beacon is a lawful system for collecting and storing data.**

- All users must keep data secure.
- Members have the right to refuse to provide personal data should they so wish but it should be explained that this may restrict Wollaton U3A's ability to keep them fully updated.
- If you have access to Beacon, any data must not be divulged to others without specific authorisation of the owner of the data. This is especially important for Interest Group Convenors as information must not be shared amongst group members without the specific authority of all members for their information to be divulged to the other members.
- Group Convenor access to Beacon membership records will be via the individual's Membership Number. This is to avoid free access to all members data.
- Information held on Beacon must not be downloaded or copied into any other record. • Any data held by Wollaton U3A must only be used for appropriate communication of U3A matters. Under no circumstances should marketing or promotional material from external sources be communicated using data held by the U3A.
- We must remove and securely destroy data when it is no longer required. Information obtained on “sign up” for events and trips should also include information on the use of the data provided.

If you have any doubts about how you can use the information that you can access, then it is imperative that you seek guidance from the Committee before taking any action with the data. There is also an extended version of this note if you require additional information.

I have read and understood the above note and have access to and have read Wollaton U3A Data Protection Policy (Update: November 2025)

Signed: .....

Dated: .....