

## Data Protection Regulations Comments

### 1. Awareness:

### 2. Information we hold:

Full name, address, telephone number, email address

Amount paid, date of payment, method of payment (cash/cheque/bank transfer/standing order)

Gift aid donation declaration

Membership of other U3As (U3A name/membership number)

Membership status (current/lapsed/past/pending/deceased/honorary)

### 3. Communication of Privacy of Information:

Provided by Privacy Statements on the application form and welcome letter based on following considerations.

**What information is being collected?** See Information we hold

**Who is collecting it?** Membership Secretary

**How is it collected?** From application form only

**Why is it being collected?** To register membership

**How will it be used?** For communication to the subject of information by Trustees

**Who will it be shared with?** Name and address to Direct Mail Scheme for mailing of U3A Magazines. Name and membership numbers to printers for preparation of the membership cards. Name, address & donation paid to HMRC for tax reclaim. Webmaster uses GC's personal email addresses to forward Roundcube emails **IF required.**

**What will be the effect of this on the individuals concerned?** None

**Is the intended use likely to cause individuals to object or complain?** No.

### 4. Individuals' rights:

right to be informed - yes

right of access - yes

right to rectification - yes

right to erasure - generally no but yes if the subject is no longer a member. Data is automatically deleted if a member is 3 or more years on the past list.

right to restrict processing – no. Only processing we do is for preparing membership cards, membership status at the end of year, gift aid donation tax reclaim,

right to data portability – not applicable

right to object - yes

right not to be subject to automated decision-making including profiling – yes. Only profiling we do is to find out members living at a common address, current or lapsed membership

### 5. Subject access requests:

No charge for request to access.

All requests can be met immediately by providing a screen shot of the member's details and payment records.

Requests will be limited to subject's own records without any restrictions.

### 6. Lawful basis for processing of personal data:

Fully explained in the privacy statements.

**7. Consent:**

All applicants sign the registration form containing privacy statement.

**8. Children:**

Not applicable.

**9. Data breaches:**

Data we hold is unlikely to affect the rights and freedom of subjects or affect them financially. If a breach of confidentiality of personal contact and email address occurs accidentally, it is reported immediately to the chairman of the Trustee and the subjects involved.

**10. Data protection by design and Impact assessments:**

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**11. Data Protection Officer:**

is not warranted for U3A.

**12. International:**

Not applicable.