



THE UNIVERSITY OF THE THIRD AGE
Glasgow West End

Glasgow West End u3a

Data Protection and Privacy Policy

Glasgow West End u3a's responsibility for the protection of its members' data is governed by the General Data Protection Regulation (GDPR) which was an update to the previous Data Protection Act 1998 (DPA). GDPR has been applied in the UK from 25 May 2018 and replaced the DPA. In order to comply with these regulations, Glasgow West End u3a will abide by the following points.

- a) **Glasgow West End u3a** will only collect and retain the personal data that is needed for membership purposes – e.g. a member's name, postal address, email address, telephone number(s) and gift aid information (if relevant). This information will be collected from the completed membership form, by email or by phone. The completion and signing of the membership application form constitutes a contract between the member and **Glasgow West End u3a**.
- b) This information will be stored on a secure electronic database, and will only be used for the management of **Glasgow West End u3a** and its groups, and for the delivery of the 'Third Age Matters' magazine from The Third Age Trust. It will not be shared with any third parties, unless specific consent to do so has been given by the member, e.g. to a travel company or for a visit to a venue.
- c) This information will only be stored on the database if a member has given their consent. However, **it will not be possible** for a person to be a member of **Glasgow West End u3a** if we cannot hold this personal data so that we can contact them regarding the u3a and its groups' activities.
- d) A limited number of committee members will have access to this database so that they can fulfil their roles of maintaining the membership email databases including maintaining the mailing list for the 'Third Age Matters' magazine. An activity group coordinator will have access to the data only for the members in their respective group, so that they can communicate with them.
- e) Whilst a person is a member of **Glasgow West End u3a**, their details will be held on the database and their membership form retained. However, if a member resigns or does not renew their membership, their details will be deleted from the database and their membership form destroyed after six months.
- f) It is a member's responsibility to ensure that **Glasgow West End u3a** has their up-to-date information and our database will be modified as soon as any new information is received from them. If at any time a member wishes to view this information, they should contact the Membership Secretary via email, by clicking on the Message Bird on the

'Contacts' page of the Glasgow West End u3a website:

<https://u3asites.org.uk/glasgow-west-end/contact> or by phoning our mobile number – 07340 456272 - and they will receive a response within 7 days.

- g) **Glasgow West End u3a's** main method of communication with its members is by email and, in order to maintain members' privacy all emails will be sent out as 'blind copies', so that members' email addresses are kept private (except where the members involv have given permission). We will communicate with those members who are not on email either by phone, if they have given their consent, or by letter. A member may choose to share their email address and/or phone number with other members, but we will not do so unless we have their consent.
- h) **Glasgow West End u3a** will ensure that its committee members and activity group coordinators are aware of the expectations in relation to data protection and privacy, and ensure that they carry them out in accordance with this policy. Some groups may communicate with group members by WhatsApp and if a member chooses to provide their phone number to the activity group coordinator the member should be aware that their telephone number is visible to others in the WhatsApp group.
- i) During the activities of the **Glasgow West End u3a**, photographs and/or videos may be taken which will be used on our website and/or in our newsletter, and/or in wider u3a marketing. If a member does not want to be included in these, it is their responsibility to ensure they are not included, as detailed in the Members' Code of Conduct. If a member wishes for a photograph and/or video to be removed, they should contact the Chair who can be contacted as described above.
- j) If a member feels that they have received any communication from **Glasgow West End u3a** which is not appropriate, they should inform the Chair and the matter will be investigated by the relevant committee member(s) and the outcomes discussed with the member.
- k) The **Glasgow West End u3a** Membership Secretary will keep, or have kept on their behalf, a file on Data Protection and Privacy, including this policy, the membership forms, other communications relating to data protection and privacy and what is being done to comply with the regulations.
- l) The **Glasgow West End u3a's** Data Protection and Privacy Policy is available to all members, on the 'Policies' page of our website.
- m) In the unlikely event of a breach of the **Glasgow West End u3a's** database, members will be informed of the breach within 72 hours, providing them with full information about the breach and the immediate action taken to reduce any further breaches. A record of the actions taken will be kept.

Policy approved by Committee – October 2022

Next review date – October 2024