

Faringdon & District U3A

Guidelines for Committee Members - General Data Protection Regulation (GDPR)

- The only people able to access data covered by this policy should be those who need to communicate with or provide a service to the Faringdon & District U3A members.
- Faringdon & District U3A will provide induction training to committee members to help them understand their responsibilities when handling data.
- Committee Members should keep all data secure, by taking sensible precautions and following the guidelines below.
- Use password protection on laptops and PCs that contain personal information.
- Strong passwords must be used and they should never be shared. The recommendation is that these are long (at least seven characters) and have a combination of upper and lower-case letters, numbers and the special keyboard characters like the asterisk or currency symbols. Passwords should not be written down somewhere where they can be easily accessed and identified.
- Ensure laptops & PCs have up-to-date anti-virus & firewall software.
- Use password protection or secure cloud systems when sharing data.
- If a laptop is stolen or lost that holds a large amount of member information, please contact the Faringdon & District U3A Data Protection Officer.
- When emailing, use 'blind copy' so that email recipients don't see each other's email addresses.
- Data should not be shared outside of the U3A unless with prior consent and/or for specific and agreed reasons.
- Member information should be kept up-to-date to ensure accuracy.
- Communication should be appropriate – inappropriate communication would include sending U3A members marketing and/or promotional materials from external service providers.
- Next of kin data should be protected in the same way as Members' data.
- Photographs are classified as personal data. Where group photographs are being taken members will be asked to step out of shot if they don't wish to be in the photograph. Otherwise consent will be obtained from members in order for photographs to be taken and members will be informed as to where photographs will be displayed.
- Were a data breach to occur, action should be taken to minimise the harm. Initially this should be reported to the Faringdon & District U3A Data Protection Officer.
- Committee members who hold information should delete or return all data when relinquishing their roles.