

## **DATA PROTECTION POLICY**

### **Scope of the policy**

This policy applies to the Culm Valley u3a (CVu3a). The policy sets out the requirements that CVu3a has to collect and process information for membership purposes and details how personal information will be collected, stored and managed in line with data protection principles and the General Data Protection Regulation. The policy is reviewed on an ongoing basis by CVu3a Committee Members to ensure that CVu3a remains compliant.

CVu3a endeavours to abide by the 6 Data Protection Principles identified in the General Data Protection Regulations.

### **Adequate, relevant and limited data processing**

Members of CVu3a will only be asked to provide information that is relevant for membership purposes. This will include:

- Name
- Postal address
- Email address
- Landline telephone number
- Mobile telephone number
- Gift Aid entitlement

Where additional information may be required such as health related information this will be obtained with the consent of the member who will be informed as to why this information is required and the purpose that it will be used for.

### **Photographs**

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 presumed to be given for the photograph to be used for u3a purposes.

**This policy was adopted on: 23 March 2023**

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Print Name: Margaret Chumbley

Print Name: Lorna Knowles

Committee Role: Chair

Committee Role: Business Secretary

Policy review date: **2026 and three years thereafter**