



## **U3A Northallerton**

### **Personal Information**

This is to let you know why and how Northallerton U3A processes members' information.

**Purpose** Northallerton U3A requests personal data to be able to register individuals as members of Northallerton U3A and to communicate with members about the activities of Northallerton U3A. Member information may also be shared with the Third Age Trust for the supply of their news magazine, Third Age Matters, if the member chooses to receive this publication.

Northallerton U3A does not share member information outside the U3A. Member information is securely held and access is restricted to those who need data for membership purposes within GDPR and safeguarding requirement. Northallerton U3A has a data protection policy and privacy statement.

**Necessity** Northallerton U3A requests minimal personal and contact details proportionate to fulfilling its responsibilities to communicate effectively with its membership and to be able to register members or process applications. Northallerton U3A has a duty of care to its members and retains the minimum of personal information to know who are paid up members of the U3A to meet the requirements of the insurance provision for U3A members.

**Balancing** The personal data requested are for registering individuals as members of Northallerton U3A and are the minimum data needed to communicate with members. All data are gathered as part of the application to join Northallerton U3A. Membership is usually for twelve months, at the end of which members may renew. The reason for collecting personal information is explained to potential members on joining. A copy of Northallerton U3A's privacy policy is available on its website and on the notice board in the Forum Northallerton foyer.

- Northallerton U3A holds information securely and it will only be accessed by those who need to use it.
- Members data will not be processed for any purpose other than in connection with an individual's membership.
- Communications sent will be relevant to the individual's membership activities.
- U3A members will not be sent marketing materials or information that does not relate to Northallerton U3A.
- Northallerton U3A group leaders will be informed of the importance of restricting their communication with members to that which is necessary for the organisation of the group.
- All those who process members information for the U3A will receive an induction into the requirements of GDPR and restrictions around data processing.

Northallerton U3A considers that it has legitimate interest to collect, hold and process members information. This document will be held by the committee and communicated to the membership as required. The assessment will be reviewed every two years in order to ensure legitimate interest remains the most appropriate lawful basis for gathering members' information.