

GDPR and personal data

As our interest groups get back into full swing after the summer, please bear in mind the new data protection regulations that came into effect in May. They apply to the personal data we hold about our members and are particularly relevant when sending email messages.

In short, email addresses provided in connection with an individual's membership of our U3A may only be used for the purposes set out in our [privacy policy](#) and in accordance with our [email policy](#). The purposes are

- To provide our U3A activities and services to members.
- For administration, planning and management of our U3A.
- To communicate with members about your group activities.
- To monitor, develop and improve the provision of our U3A activities.

If the only lawful reason you have for storing and using members' email addresses is in connection with your role as a U3A group leader, you may only use that data for the furtherance of those purposes. And you should not share group members' email addresses (or other personal data) with other members of your group(s) unless you have obtained consent to do so.

The easiest way to remain compliant with GDPR is to use Beacon to communicate with your group; if you choose not to do so, then emails to multiple recipients should be blind copied; unless you have the consent from all recipients to share their email addresses.

Where this gets tricky is when you are storing & using the same email address for both private purposes and U3A purposes. There is a heightened risk of accidental disclosure of personal data if you are sending a message to multiple recipients that crossover between these different purposes and you do not blind copy the message. That risk can be mitigated by using Beacon for U3A matters and normal email for private matters; or getting into the habit of using blind copy.

The sensitivity of the personal data collected by our U3A is low and with many using 'open' emails prior to May; the consequences of an unauthorised disclosure of personal data *at the moment* are likely to be minimal – the data is already 'out there'. But as time passes and new members join us; their personal data will not have been used in this open fashion.

Please follow the privacy and email policies: the trustees have no desire for ours to be the first U3A where a disaffected member makes a complaint about an unauthorised disclosure of personal data to the Information Commissioner's Office.

Thank you.

Trustees of Southwell U3A
September 2018