

Dear Member

**GENERAL DATA PROTECTION REGULATION (GDPR)– CHANGES IN 2018 to the DATA PROTECTION ACT
& SSU3A PRIVACY STATEMENT**

****THIS IS MOST IMPORTANT AND REQUIRES READING THEN AN ACTION BY YOU**

As a members' organisation it is necessary for the Chair, Officers, other Committee Members and Group Organisers to hold information about you. The information we hold is necessary for the running of an organisation such as South Solihull University of the Third Age (SSU3A). The General Data Protection Regulation imposes a duty of care on those persons who have access to that data. We accept that duty.

This letter is to reassure you that the information held is used ONLY for the purposes of running SSU3A. The following paragraphs outline:

- 1 The data we hold and also information on data we do not hold
- 2 The reasons why that data is held and who has access to it
- 3 How long we intend to hold that information
- 4 How the information is held
- 5 The process to follow should you need at any time or for whatever purpose you would like to know what is being held
- 6 Procedure to follow in case of a complaint

The Chair and Committee have not taken legal advice on the changes made to the Data Protection Act and the new REGULATION (GDPR) but have been in touch with U3A headquarters, and are following actions and guidelines taken by other local U3A organisations. Also research on the web has given some pointers which are incorporated in our actions. If any further clarification or changes to what is written here become necessary it will be communicated by letter and/or via our website www.ssu3a.org.

Point 1 – What we hold

For each member we hold the following:

First name, initials, some middle names (where you have provided the Membership Secretary any), a 'knownas' field, Surname, title (such as Mr or Mrs) and a Membership ID
Address (including number or name of house), street address, postcode
Home telephone number, Mobile phone number (if you have informed us of one)
Email address, GDPR Acceptance Date
Date of joining, Expressions of interests (from Application Form), Gift Aid Declaration date and latest date on which Gift Aid was claimed by us, Date that a Welcome Letter or Email was sent to you
Fields which indicate preferences for National Magazine, a count of General Meetings attended, Payments made, Roles undertaken, Interest Groups you have joined, Linked member (for Magazine distribution)

Point 1a

Information we do not hold.

We do not hold any information about you other than that stated above. In particular we will never hold information relating to: ethnic background, political opinions, religious beliefs, health, sexual health or orientation or criminal records

Point 2

We hold the information as detailed in Point 1 above in order that we might communicate with you and to permit the mailing of the U3A National Magazine to your home address. In aggregate we might supply data on Group activities to Cluster or National Officers but no individual data is divulged. Three or four times a year Name and Address details from our database are sent to a nominated mailing house to update the

distribution list for the National Magazine only if you indicated on your Application Form or made a request to the Membership Secretary that you wanted the magazine.

Group Coordinators hold basic address and communication information on those members who have expressed an interest in their Group.

The U3A Trust also seek information on membership numbers for funding reasons.

Point 3

If you are leaving us you should know that once a year the Membership Secretary removes all data on those people no longer a member. Your information on Group Coordinators' lists may take up to 2 years to remove.

Point 4

The Database holding the information detailed in Point 1 is held on a Computer. This has a Microsoft Access Database. This computer is kept by the Membership Secretary. The Computer is only used for SSU3A work and has a password. A backup copy of the Database is held on a IOMEGA StoreCenter to which only the Membership Secretary has access. A further copy of the Database is held on the Computer and is created from the main Database monthly.

Point 5

Access to that information we hold.

Any member or past member has a right to see what information is held by SSU3A. As the Membership Secretary is not a full-time or paid employee just regard is needed to allow access. Perhaps the most easy way is to contact the Membership Secretary giving details of what is required and some suggested dates when it would be possible to meet up. A request will be free of charge and can take up to one month to fulfil.

Point 6

If you think your data has been misused or that the organisation holding it hasn't kept it secure, you should contact the Chairperson and tell them.

If you're unhappy with their response or if you need any advice you should contact the Information Commissioner's Office (ICO).

ICO helpline

Telephone: 0303 123 1113

Thank you for reading the above. This is what you need to do now.

It is necessary for us to be certain that you are agreeable to your data (as detailed in Point 1 above) to be held by South Solihull University of the Third Age (SSU3A). Please therefore sign and date your renewal form and return it to us – either by post or by dropping it in to the box on the Membership Desk at a General Meeting.

FAILURE TO DO THIS WILL EVENTUALLY RESULT IN NO FURTHER COMMUNICATION FROM US AND HENCE LOSS OF MEMBERSHIP

What you need to do in future

Should any information that we hold about you become inaccurate or out-of-date you do need to inform us.

An example of the change could be an alteration to an email address.

To let us know of the change please send an email to: ssu3a.membership@gmail.com

OR if you have no internet connection, phone 01564 774712 and talk to John Eveson our current membership secretary.

You can also send a letter to him at SSU3A Membership Secretary, 42 Edstone Close, Dorridge, SOLIHULL B93 8DP