



## DATA PROTECTION POLICY

### Foreword:

Knole U3A recognises its obligations under the 1998 Data Protection Act and will comply with the principles set out in that Act.

### Policy:

1. Information gathered from members by the committee or by the individual groups, must be accurate and only that which is necessary for the successful running of the organisation or group.  
It must be deleted when no longer required, ie removal of ex-members, and not be passed on to any third party other than the Third Age Trust for purposes of mailing the U3A Third Age Matters magazine.  
It may be used only for the purpose of managing the local U3A.
2. Distribution of the complete membership database must be restricted to members of the Committee, who need the information to carry out their duties, in digital format only.
3. All committee members holding the complete membership database should ensure that their computer operating systems and security software are up-to-date.  
The Membership Secretary must also ensure that the database is regularly and securely backed up.  
Laptop computers holding this information must be password protected.
4. Members have the right to know what data concerning themselves is held, what it is used for and who it is shared with. This will be on the membership form and renewal form.  
Information will not be passed to non-committee members unless the member concerned has agreed.
5. Email correspondence from the committee (mass email) should always be sent bcc. (Blind Carbon Copy)