

Cupar U3A Policy on correspondence and communication

The U3A at a national, regional and local level use email as the primary method of communicating with its members.

In practice this means that the Third Age Trust, The U3A in Scotland and Cupar U3A circulate information to its members by email to the address as provided on the Membership Application Form.

To maintain security and to comply with GDPR, Cupar U3A use the Third Age Trust's Beacon system to manage correspondence.

The data base of Cupar U3A email addresses is transmitted to the Third Age Trust using a secure on-line portal and a regular window of opportunity is signalled by the Third Age Trust where updates can be securely logged onto the centrally held data base.

Cupar U3A recognise that some members may not have access to email or may wish to opt out of using email. The Executive Committee should be informed if this is the case and they recommend using a buddy system to receive correspondence or will attempt to provide information by post wherever possible.

Members who receive information by post must recognise that there are additional costs placed on Cupar U3A to provide this service.

As part of maintaining privacy over members' personal data, the Executive Committee have issued the following guidelines for correspondence between individual members and between interest Group Contacts and Group members

1. Where ever possible use Beacon to correspond with members
2. For general purpose emails where Beacon cannot be used, use bcc for the addresses
3. When Group Contacts are corresponding with members in their interest group again use bcc for group correspondence when Beacon cannot be used
4. Group Contacts may seek permission from their interest group members to use regular email correspondence and phone numbers and to maintain a list of these details as long as they are destroyed when the member leaves the group.

Cupar U3A have stopped short of getting written permission for the use of this personal data by Group Contacts instead relying on goodwill between group members.

In practice this helps greatly when planning and dealing with any issues during setup of an event.

The sensible thing is, use bcc whenever possible

If you share personal detail make sure you get permission to do so

Don't store other people's personal data unless they have given you permission Delete

any personal data when it is no longer relevant to you

Cupar U3A Policy on Circulation of Non-U3A Information to Members

From time-to-time Cupar U3A receive requests to circulate information and details of events which are considered to be of interest to our members.

The Executive committee will evaluate all such requests and may circulate this information via the Beacon System if it is considered appropriate.

It was agreed by the Executive Committee of Cupar U3A at its meeting on Tuesday 4 February 2020 that the following criteria would be used to assess whether non-U3A information would be circulated to members.

Non-U3A information:

- must have charitable status or similar
- must show community development (ie for the benefit of the community)
- must be non-profit and for non-distributary purpose (ie not for distribution to shareholders)
- charges may be made – for example to cover cost of materials or upkeep of premises etc
- may be fundraising
- must be non-commercial
- must have no direct competition in the local area
- must be non-political

NOTE: it was agreed that no future research projects will be accepted for circulation

Accepted by Cupar U3A	March 2024
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