

Cupar u3a GDPR Statement

With effect from 25th May 2018, General Data Protection Regulations (GDPR) requires U3As to implement data protection measures, in order to protect the personal data of their members against data loss or exposure.

Cupar U3A is required by law to comply with these regulations.

As part of the Membership Application form, members opt whether to agree for some personal data to be held for use by the U3A in relationship to our needs. Much of this personal data is held on the Beacon communication system. The Beacon system is a secure database system used by the U3A.

Where possible the Committee of Cupar U3A recommend that Group Contacts use Beacon to communicate with their interest group members.

Group Contacts may however use member's personal data, such as phone numbers, emails and addresses to communicate their group's event information. When this option is used, Group Contacts must ensure that they have received permission to hold and use the data for the purpose of their interest group communications.

Cupar U3A provide ICE (In Case of Emergency) cards for use by interest groups and members are encouraged to carry an ICE card especially during U3A events.

The ICE card holds details of known medical conditions and an emergency contact number which can be used to contact next of kin or a nominated person in the event of an emergency or accident. If this data is to be shared with the Group Contact the interest group member should advise the Next of Kin or Nominated person that their emergency contact details are being shared with the Group Contact at the U3A for the specific purpose of "making contact in the event of an emergency".

Group Contacts should remind group members that they must inform them of any change to their personal details at the first opportunity. In the event of a member leaving an Interest Group, his/her personal details and that of the next of kin or nominated person must be deleted as soon as possible from the Group Contacts records (both paper and electronic versions).

As part of the membership application form, members opt whether they consent for their photograph being used in U3A publications. Group Contacts are reminded to highlight this requirement when taking photographs at group events.

Accepted by Cupar U3A as part of Group Contact Handbook	March 2024
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