

# Garforth, Kippax and District U3A

## Data Protection Guidelines for Members and Convenors (linked to GKD U3A Data Protection Policy)

To ensure compliance with the requirements of the General Data Protection Regulations, Garforth, Kippax & District U3A committee have issued our GKD U3A Data Protection Policy, GKD U3A Privacy Policy, GKD U3A Data Protection Guidelines for Committee Members and these Data Protection Guidelines for Members and Convenors.

These are all available for viewing on our website under the **LINKS** tab, **Policies and Accounts**.

Our U3A committee is generally responsible in law for ensuring compliance but to enable it to do so the co-operation of all members is required and to this end these guidelines briefly set out a number of things which members must do or must not do in respect of data protection. Please read these and ensure that you have fully understood them.

These are only guidelines. For full information consult our Data Protection Policy.

If you have any queries, then please address enquiries using the contact details provided at the end of the document.

### General guidelines

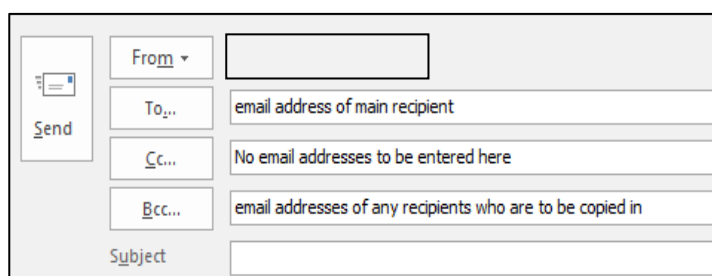
- Ensure that no member's data is made available to anyone, a **U3A member or non U3A member**, without the express permission of the member to whom the data relates, Except that:
  - i. A member's forename and surname may be shared with other members of our U3A without the express permission of that member.
  - ii. Members' email addresses are subject to certain exceptions when handled as below.
- The names and email addresses but no other data<sup>1</sup>, of the members of an Interest Group may be made available only to that group's Convenor.

<sup>1</sup> **Next of Kin details may be held by the Convenor, but not to be given** to any other member, of the said group.

### Guidelines relating to emails

To prevent, during email communication, the unauthorized disclosure of a member's email address:

- When sending emails to multiple recipients, to avoid the addresses being visible to all recipients, put all additional recipients' email addresses in the **Bcc** (blind copy) field and not the **Cc** (carbon copy) field. See the example here. You may also leave the **To** box blank.



The image shows a screenshot of an email composition window. On the left side, there is a 'Send' button with a paper plane icon. The main area contains several input fields: 'From' with a dropdown arrow, 'To' with the placeholder text 'email address of main recipient', 'Cc' with the placeholder text 'No email addresses to be entered here', 'Bcc' with the placeholder text 'email addresses of any recipients who are to be copied in', and 'Subject' with an empty text box.

**Please note emails sent from our Beacon system are always sent as Bcc.**

- Do not include any member's email address in the body text of an email.

- When reproducing an email, for any reason. please ensure that any personal email or address information is NOT duplicated in the resulting communication without express permission.
- Ensure that all email group details are current and only include your Group members. For Convenors using Beacon, please check via the Groups tab.
- If, usually during email communication, a member's email address (or other data) is requested then this should be dealt with as follows:  
The owner of the requested data should be contacted, given the requester's address (with his/her permission) and asked if he/she would contact the requester.

**Guidelines relating to taking photographs of our U3A members**

- Photographs are classified as personal data so when group photographs are being taken remind members to step out of shot if they don't wish to be in the photograph.
- Should any group member make the Convenor aware they now wish to retract permission for use of photographs, during their membership, Convenors must pass this information to our Membership Secretary by email to [membership@garforthkippaxu3a.org.uk](mailto:membership@garforthkippaxu3a.org.uk) or in person at a members meeting.

**Guidelines relating to use of WhatsApp**

- Members name and telephone numbers are required to join WhatsApp; however consideration of other member details should be maintained: ie: therefore asking for personal details such as Next of Kin for Convenor records to be given via WhatsApp is not permitted under GDPR. For Convenors using Beacon these details are available.

**Contact**

If you have any queries about these guidelines, then please contact us either by email to [dataprotection@garforthkippaxu3a.org.uk](mailto:dataprotection@garforthkippaxu3a.org.uk) or in person at a monthly Members' Meeting.

**Related documents:**

- GKD U3A Data Protection Policy
- GKD U3A Privacy Policy
- GKD U3A Members Code of Conduct
- GKD U3A Data Protection Guidelines for Committee

Guidelines adopted: 16/08/19  
 Reviewed and amended: 12/2021  
 Reviewed and amended: 11/02/2024

Reviewed and amended: 28/12/2020  
 Reviewed and amended: 07/2023