



## **Hoylake, West Kirby & District U3A General Data Protection Regulations (GDPR)**

Various sections of the U3A gather information relating to their Members; all of this information is covered by the General Data Protection Regulations. These Regulations govern how data is collected, stored, used and retained.

Members' data will be held and stored securely only for the following purposes:

- To administer Membership
- To communicate solely with Members of the U3A about U3A matters
- To provide and administer activities for Members
- To distribute information to Members about the Third Age Trust (the national organisation to which U3As are affiliated)
- To record attendances at meetings for statistical and operational purposes

The only data held will be that required to carry out the above functions. Sensitive data such as race, political bias, religion or sexual orientation will not be collected.

Data will only be available to other U3A Members on a need-to-know basis

Data will be deleted from all records when no longer required for operational reasons

Data will be kept up to date

If third parties are involved, they will be GDPR compliant

GDPR will be reviewed not less than annually

**5.2018: The GDPR Policy was adopted by the Committee**  
**5.2019: Reprinted with correct logo**

**Signed:**.....

**Committee Role:**.....

**Date:**.....