DATA PROTECTION

Data Protection for Committee members and Coordinators

Contact Us Form vs Having Personal Data on the Website

Currently Barnsley u3a members (committee and coordinators) have personal information available in many areas. It is visible on the website (although now only to members) and in the Buzz in a pull out format. Both may be abused due to their availability. It needs to be acknowledged that there are potential issues with publicizing the contact list in a public magazine.

There is a lack of guarantee that any contact information remains private.

The national u3a requires us to:

* Review the u3a’s current policies and data protection practice and record this formally.
* Add data protection to the agenda of the u3a committee meetings and minute the meetings.
* Agree that all committee members have joint responsibility for data even where it is not accessed by all committee members. This will help to avoid the responsibility feeling too burdensome for the membership secretary.
* Access training for committee members.
* Ensure practice is transparent by adopting policies and putting statements regarding privacy on u3a paperwork and the website.
* Follow through on the things that the policy says the u3a will do.
* Induct new committee members and group conveners in the principles of GDPR and how they apply in practice.

To fulfil these obligations we need to review where data may be accessed by sources. We also need a fall back option if Bu3a is involved in a data misuse.

There is a Bu3a Privacy Policy in place dated 2019 which needs updating. Please look on the website re Documents.

Privacy Policy.pdf (bu3a.org.uk)

Key points for discussion

1. Pros of Using a Contact Us Form vs. Having Personal Data on the Website re Data ProtectioAdvantages of Using a Contact Form:
* Privacy and Data Protection Measures
* Sender Never Sees the Recipient Email – kept private

Functionality: How a Contact Form Works

* Personal Protection for Individuals Populated into the Form
* Recipients Receive Emails to Their Own Inbox as Before
* Recipients monitor their **own** emails

Note: The system doesn't have the capability to automatically forward emails. Instead, it relies on the recipient to manage incoming messages, much like when you send an email from your personal account. If the intended recipient is unavailable, the email won't be redirected to another person.

No Negatives in Using the Form:

Using the Form for Beginners:

* Go to "Contact Us.
* Select from the Dropdown Box
* Fill in the Form
* Write Your Message
* Submit
* The form is utilized by individuals seeking to contact us, not the committee members themselves.
* 2 Data protection for committee members / coordinators
* Should committee / coordinator personal information be printed and placed in a public magazine which may be lost, mislaid or shared with others outside of Bu3a?
* How would members get activity information?
* If there is an evident misuse of data how do we respond?
* Is the website a potential repository?