



IMPLICATIONS OF GDPR FOR GROUP LEADERS

Information for Group Leaders about Data Protection

Introduction

The European General Data Protection Regulation (GDPR) came into force in May 2018. It strengthens the rights of the individual and has implications for all organisations that collect, store and use personal information in order to carry out their activities and/or deliver their services. After December 2020 the UK version applies and for our purposes is virtually the same as the European version.

The regulation affects how we run Ilkley and District u3a. During 2018, we made a number of changes to ensure our processes for storing and using members' information are compliant with the new regulation and that all our members know their rights to control, access and correct their data.

GDPR covers personal information held electronically and on paper and also the transfer of data between individuals and organisations. From June 2018, all new and existing members are required to read our Privacy Policy before joining or renewing. The Privacy policy complements our Data Protection Policy. Both policies are available to download from our website.

Seeking your consent

As a Group Leader, we need your consent to make your contact details (email address and a phone number) available to members who log into the website using their username and password. As before, your details will not be available to non-members. We also require your permission to include your contact details in the print version of the Annual Programme for 2021 and beyond.

We will consider your consent valid as long as your role as a Group Leader continues, unless you write to us revoking your permission.

If you haven't submitted one already, the consent form is attached to this message. Please complete it and return it to Mark Hall, the Established Groups Coordinator. (E-mail: (Establishedgroups@ilkleyu3a.org) You can leave it, marked for Mark's attention, in the u3a postbox in the Clarke Foley Centre when it re-opens after COVID restrictions are lifted.

Communicating with members of your group

Most, or possibly all, of you communicate with your members via email. In future, please use the blind copy (Bcc) facility so that members of the group cannot see

each other's email addresses. If you haven't used this before, there is plenty of online help (see below for how to do this in Gmail). If the group has only a few members, all of whom agree that their email addresses can be seen by others in the group, you can continue to use Cc as before. If in any doubt, use Bcc from now on.

If you keep copies of members email addresses on paper, please be careful where you store this information and only take it out of your home if it is essential to do so. Never include personal information in attachments unless they are password protected and then only when it is essential to exchange information in this way.

Managing your membership

You can still access the contact details for existing group members by logging in, clicking on **MEMBERS ONLY** in the menu and then selecting "GL Access Members of Your Group" from the shaded options near the bottom of the page. Please inform Roger Sadgrove (grouplists@ilkleyu3a.org) of any changes to your group membership or leadership. We suggest you do this at the start of each new session i.e. in September or October each year, and thereafter on an *ad hoc* basis. We have checked with Wild Apricot, the providers of our membership management software, and it is not possible at the present time to allow Group Leaders administrative access to their own group pages in order to add or delete members.

Sharing information

You cannot share the personal information of members of your group with any outside organisations or with other people within the u3a (but outside your group) unless you have sought their permission to do so.

Photographs

You will need to give your members the opportunity to opt-out of photographs if you wish to put them onto a website (including our own), into a presentation, on public display or share them with any outside organisation.

Emergency contact information

We do not usually collect emergency contact information on our membership database.

If you organise group meetings, trips, outdoor activities or sports, you may consider emergency contact information is required for the members of your group. Individual members are responsible for carrying their own information, on occasions when they feel it is necessary or you consider it is advisable. At such times, we propose that each member carries with them a small card carrying the name and phone number of the person they wish to be contacted in an emergency. The onus will be on each member to ensure that they carry this information in an easily accessible place such as a purse or wallet. As a group leader you might want to remind them about this from time to time.

Alternatively, you can ask group members if they would like you to hold emergency contact information for them. All that is needed is First Name, Relationship and telephone number; (e.g. Fred, Son, 01234 5678). You should tell them that it is their responsibility to inform the contact that your Group Leader is holding this information.

Queries

If you have any questions or concerns about anything in this document, please address them in the first instance to Neil Stevens, our Data Protection Contact (contact: data@ilkleyu3a.org)

Example of how to blind copy (Bcc) using Gmail - please note that the procedure for other email service providers may be different

1. Click **COMPOSE** to start a new email.
2. Click the **Bcc** link to the extreme right of the **To** text area. You will now see both the **To** and **Bcc** fields.
3. Enter your own email address in the **To** section or leave it completely blank. Any email addresses you enter here will be seen by all recipients.
4. Use the **Bcc** field to enter all the email addresses you wish to conceal but receive the message.
5. Compose your message in the usual way, then click **Send**. None of the recipients can see who else has received the message.

ILKLEY AND DISTRICT u3a CONSENT FORM FOR GROUP LEADERS

I confirm that my email address, landline number and/or mobile phone number as included in my membership profile can be shared

online with existing members when they log into the Ilkley & District U3A website

in the printed version of the Annual Programme

Please tick to indicate your consent. Note that consent to inclusion of your contact details in the Annual Programme is optional.

I understand that the printed version of the Annual Programme is distributed via multiple mechanisms to non-members including, but not limited to Drop-Ins in Ilkley and Otley, on request from the Clarke Foley Centre or CABAD office and at events where our u3a is publicised.

This permission will remain in force until I revoke it in writing or resign as a group leader.

Please insert the name(s) of the group(s) you currently lead:

1.

2.

3.

Full name:

Signature: Date:

After completion, please return the form to Mark Hall, either by using the postbox in the Clarke Foley Centre (when it re-opens) or by emailing a Word file or the scanned form to establishedgroups@ilkleyu3a.org

Thank you.