

## Geology Group Privacy Policy

1. The Malvern U3A trustees have outlined the general approach to the General Data Protection Regulations (GDPR) and this is published on their website. However, as a distinct U3A Group we collect, store on our own database and use personal data on our members to help in the efficient running of the group. This is in addition to the data collected by the main Malvern U3A Trustees. The geology group will abide by the provisions of the Malvern U3A privacy policy, but we also have to be independently compliant with GDPR and thus the need for our own specific privacy policy.
2. GDPR requires us to:
  - Tell you what kind of data we collect and hold
  - Tell you what we do with the data and why we do it
  - Seek your permission before any of this data is passed on to a third party
  - On individual request provide you electronically with the data we hold on you
  - On individual request delete any specific data we hold on you
3. What data do we collect? We collect the following personal data:
  - Full Name and Title
  - Postal Address, including post code
  - Telephone Number (Landline and/or Mobile)
  - U3A membership Number
  - Email Address
  - A record of your attendance at all our indoor and outdoor events
  - Photographs taken at group events, mainly field trips, that may include you
4. What do we do with the data?
  - a. The main use we make of the data (excluding photographs and attendance records) is to communicate with you and administer the group in an efficient manner. This includes keeping you up-to-date with the future programme of events, sending out our newsletter and magazine, passing on relevant documents and from time to time asking for your feedback on specific issues. We also use the data to help plan outdoor events for example in using your locations to arrange pick-up and meeting points. With a few exceptions this is done using email which is the most cost efficient method. The alternative use of conventional mail would be prohibitively expensive. Telephone numbers are needed to make urgent contact with you in the case of last minute changes, in particular to outdoor events.
  - b. We hold your data in a controlled, password protected, database which is only accessible by our steering committee members.
5. Attendance Data
  - a. The attendance data we collect is used to enable us to perform statistical analysis of the popularity of indoor and outdoor events. This guides us in formulating our future programme and hopefully better meeting member's interests and preferences.

- b. The attendance data is also used in managing our accounts and reconciling monies collected with numbers attending events. It therefore forms an essential part of the annual audit of our accounts.
6. Photographic Data
- a. Photographs taken at group events by members are often used in the production of lecture presentations for main group and subgroup meetings. These presentations may also be posted on our web site.
  - b. As it will be practically difficult to respond to members' requests for us to tell you what we hold or to delete this kind of information we will assume that you consent to this kind of data being used as described above.
7. Requesting the data we hold on you.
- a. If requested, we will send you a complete copy of your entry on our database. This will be done electronically in the form of an Excel spreadsheet extracted from our database.
8. Deleting any data we hold on you.
- a. If requested we will delete any specific data we hold on you, with the exception of photographs. However please note that this may affect the effectiveness of our ability to communicate with you. We believe that the current data we collect is the minimum possible to run the group effectively. Also, please note that attendance data collection is essential in the managing and auditing of our accounts (see section 5 above).
  - b. When a member leaves the group, we will delete all their data with the exception of anonymised attendance records which we will need to maintain a historic record for future analyses.
9. Passing data to third parties.
- a. It is sometimes necessary to pass some of your personal data to third parties. For example, this may be necessary when an external organisation like a travel agent is making the travel and accommodation arrangements for one of our field trips. In these cases, we will seek your permission to do this or ask you to pass on the data directly.
  - b. If you ask us for any data on another member we will first seek their permission.
  - c. When communicating with you as a group by email we will hide other members email addresses by using the BCC (Blind Carbon Copy) facility. The only exception to this will be in the case of our small subgroups where the members have given prior agreement to share addresses.
  - d. In the case of our steering committee all the members have agreed that their data can be shared with the whole group.
10. Consent

- a. Unless we hear from you we will assume that you consent to us holding your personal data as described above.

Malvern U3A Geology Group Steering Committee  
November 2018