DATA PROTECTION GUIDELINES FOR U3A MEMBERS

In simple terms, GDPR (General Data Protection Regulation) is a set of rules designed to give you more control over your personal information. This data may be in digital, photographic or paper format. In the UK, a version called the UK GDPR is used, which works alongside the Data Protection Act 2018.

It can be thought of as a "code of conduct" for any organization (including the u3a) that handles your data.

The 7 Key "Common Sense" Principles

Rather than a list of rigid "don'ts," GDPR is based on seven principles that organizations must follow:

* **Transparency:** They must tell you exactly what they are doing with your data and why.

* **Specific Purpose:** They can only use your data for the reason they collected it. (e.g., If you gave your email for a Bridge club, they shouldn't give it to a local double-glazing company).

* **Data Minimization:** They should only ask for what they actually need. They don't need your date of birth if they're just sending you a newsletter.

* **Accuracy:** They must keep your information up to date and fix it if it's wrong.

* **Storage Limits:** They shouldn't keep your data forever. Once you leave the u3a, they should eventually delete your records.

* **Security:** They must keep your data safe from hackers or accidental leaks (this is why the u3a insists on using "BCC" or secure systems like Beacon).

* **Accountability:** They must be able to prove they are following these rules.

Your "Digital Rights"

Under GDPR, you have specific rights over your information:

* The Right to Know: You can ask an organization, "What data do you have on me?"

* The Right to be Forgotten: You can ask them to delete your data (unless they have a legal reason to keep it).

* The Right to Fix: If they have your details wrong, they have to correct it.