

GDPR AND EMAIL USAGE FOR WANTAGE AND GROVE U3A COMMITTEE MEMBERS AND GROUP LEADERS

These are the guidelines currently in place for u3a groups:

1. The Use of "Beacon" for Emailing

Committee Members and Group Leaders should use Beacon to send bulk emails rather than personal email clients (like Gmail or Outlook). This is because Beacon automatically handles data in a GDPR-compliant way, ensuring that members' email addresses are not visible to one another and providing a secure "audit trail" of communications.

2. "Blind Carbon Copy" (BCC) Protocols

If you cannot use Beacon, there is strict guidance on how to use standard email: it is a major breach of GDPR to send an email to a group where everyone's email address is visible in the "To" or "CC" field.

All group communications must use the BCC field to hide member addresses. If you are not sure of how to do this, please ask.

3. Personal vs. Professional Email Addresses

Committee Members should not use their personal email addresses for u3a business, as role-specific email addresses have been provided. Using a role-based email ensures that if a member exercises their "Right to Erasure" or a "Subject Access Request," the data is easier to manage and doesn't get tangled with the volunteer's private life.

4. Communication Permissions (Consent)

Members should be careful to distinguish between different types of emails:

Contractual/Legitimate Interest: Emails about membership renewals or AGMs can generally be sent because they are necessary for the "contract" of being a member.

Marketing: GDPR rules generally prohibit sending "marketing" emails from outside organizations unless the member has given explicit, separate consent.

5. Security of Devices

Many Group Leaders hold "registers" or contact lists on their personal devices.

Password Protection: Any files containing member data (like Excel spreadsheets) sent via email must be password protected.

Deletion: Any member data (including email attachments) must be deleted from personal devices once a member leaves or a specific task is finished.