



Data Protection Act 2018

Group Leaders – Do you know your responsibilities?

This law protects an individual's personal information. Broadly, the rules state:

1. The least number of people should have access to the least amount of personal data.
2. It is used for specific purposes.
3. It should be accurate and if necessary, kept up to date.
4. It is kept secure & is not shared.
5. It is kept no longer than necessary.

Our u3a gathers and stores only the information needed to run the organization. It is deleted once there is no further use for it.

Beacon is our secure management system which holds your personal data in cloud storage – i.e. It does not reside on any member's computer. Limited access is given to the system for only those who need it.

If you need to download such personal information, please delete it as soon as possible.

When sending emails to members, please use the BCC (blind copy) email function or better still email using Beacon, in order that personal email addresses are not shared.

Group Leaders are encouraged to enroll in Beacon.