

DATA PROTECTION AWARENESS FOR CONVENORS

Some key points to note with regard to data protection are:

- Any personal data collected from activity group members for the purposes of carrying out U3A activities must be stored securely.
- Do not share any member's personal data with anyone else either in or outside of the Monmouth U3A unless positive consent has been given by the member concerned.
- When sending e-mails to activity group participants, the subject should be Monmouth U3A (and your activity), and you must 'bcc' the recipients of the e-mail so that individual e-mail addresses are not visible to the entire group. Emails must only contain the information that needs to be circulated to your group for the purposes of carrying out the group activity.
- If photographs of activity group members are taken for publication eg on Monmouth U3A website or magazine please ask for the consent of members shown in the photograph.

Date: 28-3-18