



Registered Charity No. 1126887

Hartley Wintney u3a Legitimate Interest Policy

Emergency Contacts

This policy has been compiled in order to set out the reasons why Hartley Wintney u3a (HWu3a) requests emergency contact details.

Purpose Test

The reason that HWu3a requests members' emergency contact details is so that the committee and/or group leaders know who to contact in the event of an emergency. HWu3a has a duty of care to its membership and in order to ensure your safety we need to be able to contact someone who can meet your welfare needs in the event of an incident/accident. HWu3a requests members to inform the person identified as your emergency contact that you have provided their details to the u3a. For certain events and trips, we may need to provide these details to a 3rd party. HWu3a will always make you aware with whom information will be shared.

Necessity Test

The emergency contact information provided by members would only be used in the event of a serious incident/accident. HWu3a would use the information to contact someone who may need to collect the relevant member, support the relevant member or liaise, on behalf of the relevant member, with a third-party provider such as a medical professional. HWu3a only requests minimal information regarding members' emergency contacts which is just a name and telephone number.

Balancing Test

The emergency contact data requested is minimal and is only that which is required to make contact with the individual in question. HWu3a relies on its members to provide emergency contact information and to make the individual aware that this information has been passed to the u3a and for what purposes it has been passed to the u3a. HWu3a will hold this information securely on the Beacon system and it will only be accessed by those who need to see it. The information provided will only be used to contact the emergency contact where an incident or accident occurs that requires someone to take responsibility for the member in question. The data will not be processed for any other purposes.

Through compilation of this assessment HWu3a considers that it has a legitimate interest to collect, hold and process emergency contact information. This policy document will be held and reviewed by the HWu3a Committee, published on the HWu3a website and communicated to the membership, as required. The actual emergency contact data will be held securely and will only be accessible by the HWu3a Committee and relevant Group Leaders. The assessment will be reviewed every three years in order to ensure that legitimate interest remains the most appropriate lawful basis for gathering this information.

Policy review date: March 2028