

Date 19/10/2017

Alsager U3A  
Data Protection Act – 1998  
Confidentiality and Security Agreement.  
Status: Issued

This agreement is to be completed by all Users of Alsager U3A Beacon who have Beacon access privileges.

These Users are members who will have access privileges to specific Beacon features that will enable them to perform functions that support the activities of Alsager U3A.

In addition, this agreement is to be completed by any other person with access to Alsager U3A personal data. This personal data may be on media other than Beacon, such as paper, or on systems other than Beacon.

The people required to complete this agreement will typically, but not exclusively, be members who support the Help Desk, Group Leaders, System Administrators and Alsager U3A committee members.

In accordance with the UK Data Protection Act (1998), we require you to sign this Confidentiality and Security Agreement which sets out what you will do with any personal data you use in the course of your activities with us and on our behalf.

You agree that you are familiar with and have access to a copy of the current version of the Data Management Policy.

**The Agreement:**

I have read the Data Management Policy and I understand the responsibilities that I have to ensure that Alsager U3A continues to conform to the requirements and obligations described in this document.

I agree at all times to respect the privacy and security of all confidential and private data to which I have access within the course of my volunteer duties for Alsager U3A, whether in paper, electronic or other forms ("the Personal Data"). This means that I will use the Personal Data for the purposes of fulfilling my voluntary role with Alsager U3A and for no other purposes whatsoever. I will at all times act on the reasonable instructions of Alsager U3A in relation to the Personal Data. I agree that I will take all reasonable care to ensure that I do not make any inadvertent or unauthorised disclosures of the Personal Data. I also agree that I will return all the Personal Data to Alsager U3A at its request.

Print Name:

Signature:

Date: