

The purpose of this document is to describe:

- The rights of a data subject
- The process for making a Subject Access Request
- The use of personal data in the context of Alsager U3A
- The role of the Data Protection Compliance Officer.

The Data Protection Act (1998) has the following principles:

1. processed fairly and lawfully and only if certain conditions are met;
2. obtained for specified and lawful purposes;
3. adequate, relevant and not excessive;
4. accurate and where necessary kept up-to-date;
5. not kept for longer than necessary;
6. processed in accordance with an individual's rights;
7. kept in a secure manner;
8. not transferred outside of the EEA without adequate protection.

Rights

Under the Data Protection Act 1998 an individual has the right, subject to certain exemptions, to access the personal information that an organisation holds about them. Accessing personal data in this way is known as making a 'subject access request'.

Individuals also have rights to prevent data processing which is likely to cause substantial and unwarranted damage or distress, to prevent processing for the purpose of direct marketing, and to correct inaccurate personal data.

Subject Access Request.

Under the Data Protection Act 1998 an individual has the right, subject to certain exemptions, to access the personal information that an organisation holds about them. Accessing personal data in this way is known as making a subject access request.

If a member wishes to make a subject access request to the Alsager U3A , the request must be made in writing (this may be in electronic form)

Before Alsager U3A can act on the request, we must:

- be sure of the person's identity
 - be supplied with information from the member in order to locate the information you seek

The member will be entitled:

- to be informed whether his/her personal data are being processed by Alsager U3A
- to have the information constituting the personal data communicated to him/her in a permanent form (usually, this means paper copies)

- to be given a summary of the sources, recipients and purposes of the processing.

The member may apply to access their data in writing in any way they choose. A Subject Access Request Form is made available for convenience. The form sets out where to send a request as well as the various ways in which you may provide us with proof of your identity. The Data Compliance Officer (Chair of Alsager U3A) will decide what will be suitable proof of identity. This will normally be a membership card plus a document such as a utility bill, passport, driving licence or bank statement.

On receipt of the completed request, verification of identity, and sufficient details to enable us to locate the information, Alsager U3A is obliged to respond within 40 calendar days. The information will be supplied subject to any applicable exemptions. The data will be provided as of the date of receipt of the request.

If the member has any reason to believe that the Alsager U3A has not dealt correctly with a request, the member should first take the matter up with the Chair of the Alsager U3A.

If the member is still not satisfied, he/she should contact the Government appointed Information Commissioner, who is officially appointed to consider such complaints.

Responsibilities of U3A Members

The Data Protection Act also imposes certain responsibilities on all those who process personal data at the Alsager U3A, whether members using and sharing personal data in their U3A roles, such as Help Desk Assistants, or recording personal data in U3A roles such as Group Leaders.

These obligations include holding and using data in a secure manner, making sure that data is handled in line with what individuals have been told, having appropriate arrangements in place for the access to (and sharing of) data, and making sure that individuals' data is accurate and retained for a suitable period.

Most importantly, if a member feels that there has been a breach of these obligations then the member should report this immediately to the Data Protection Compliance Officer so that Alsager U3A may review the circumstances and liaise as necessary with colleagues.

The use of personal data in the context of Alsager U3A

The use of personal data in Alsager U3A is restricted to member's details, information on which Groups they may be registered with and information regarding membership fees.

The processing of this data is solely for the purpose of the functioning of Alsager U3A activities and administration.

Date 17/05/2017

Alsager U3A
Data Protection Compliance Officer Role
DRAFT.

Role of the Data Protection Compliance Officer.

The Chair of Alsager U3A also fulfils the role of Compliance Officer with regard to the implementation of the Data Protection Act (1998).

The role would be to resolve any issues reported by a member who believed that the use of the member's data was outside the prescriptions of the Data Protection Act as implemented in the Alsager U3A.

The Compliance Officer would receive any such report and request that an investigation into the issue described be carried out by an appropriate member of the committee.

The Compliance Officer would review the report and would oversee the resolution of the issue between Alsager U3A and the member.