

CONFIDENTIALITY AGREEMENT

The Chinnor & District u3a must demonstrate compliance with the General Data Protection Regulation 2018 (GDPR).

You are being asked to sign this as it is necessary to verify that all Group Leaders understand their responsibilities in relation to the use of Personal Data that you have access to as part of your volunteer duties (in paper, electronic or other form).

In summary in signing this you agree to respect the privacy and security of all confidential and Personal Data.

1. I will only use the Personal Data for the purposes of fulfilling my voluntary role with Chinnor & District u3a.
2. I will act on the reasonable instructions of Chinnor & District u3a Trustees in relation to the Personal Data.
3. I agree that I will take all reasonable care to ensure that I do not make any inadvertent or unauthorised disclosures of Personal Data.
4. I will use the u3a Beacon membership management system to record and contact members. (If using my own system (e.g WhatsApp or email) this should be agreed by Special Interest Group Coordinator/Chair¹ and risk assessed as compliant with GDPR regulations.
5. I will only share Personal Data, either informally within a group or outside the u3a, with prior written consent from the members of the group.
6. If, by exception, working outside of Beacon I will bcc all email correspondence (unless sharing is agreed by the group members)
7. I agree that, whilst undertaking my voluntary role, my contact details may be published², and available to potential or current group members and the wider membership within Chinnor & District u3a.
8. If, by exception, an attendance sheet is downloaded it will only contain member names and after use it will be destroyed
9. I will protect all Personal Data held on a personal computer with a strong password.
10. I will ensure that no other person has access to my Beacon system account or personal computer. If using a shared computer, I will use a personal logon and will only access to the Beacon System via a private network with a secure system
11. I understand that if my computer is used to access Beacon it is my responsibility to ensure that suitable security measures have been taken to ensure it is free from Viruses and Malware
12. I agree that, when I relinquish my role I will pass information to my successor or return all the Personal Data to the Chinnor & District u3a IT Manager
13. I will delete Personal Data once it is no longer required.
14. I will inform the Special Interest Groups Coordinator/Chair of any problems or data breaches

Name.....Membership No.....

Signed.....Date.....

ND/KDS/PW October 2024

¹ This document is for Group Leaders, Trustees and any u3a member who manages Personal Data
² including, on Beacon, the website, and u3a publications