

U3AC GDPR
Rules as they apply to Tutors
Version 1
31-5-2018

The U3AC must comply with the General Data Protection Regulations and for members the area of concern is **personal data**. This consists of:

- Name
- Email address
- Telephone number

All tutors are issued with the above information of the members of their class before the first meeting. This list is for use only in contacting class members for reasons relating to the course being offered. It must not be used or divulged for any other reason. By the beginning of the following academic year, you must securely dispose of all information whether on paper or electronically.

If you want to communicate by email with the members of your class as a group, you need to use the correct procedure, so that each member gets an email without the names of the other members being shown

The right way to send a group email is as follows:

- Open a new email and address it to your own email address
- Put the email addresses of your group, or the individual email addresses, in the section labelled 'Bcc,' (Blind Carbon Copy)
- Compose the heading and contents of the email
- Send the email, which you and all the others should then receive

If you are not clear how to do the above process, please contact the U3AC office for advice.

If, by mistake, you distribute the list of email addresses, please inform the office promptly so that we are aware that a breach has taken place.

Leaders who are provided with their group members' home addresses and email addresses to facilitate activities, must obtain the agreement of each member of the group before sharing. These should be kept securely within the group and used only for this purpose. At the end of the course, leaders and members must destroy this information securely.

Information relating to Health

Members on fitness courses or activities who have a significant health concern are asked to mention this, in confidence, to the tutor, leader or organiser. This includes **walking** and **cycling** groups. This information is classified as **special personal data** under the GDPR regulations, and requires to be treated with particular care. The basis for using this data is that the member has given you explicit consent to receive it for the specific purpose of the course or activity involved. You must hold the information securely and only for as long as it is needed for the purpose and have a process to destroy it securely as soon as it is not needed.

Distribution:

Sent with each provisional class list, register and list of contact details.