

# Legitimate Interest Assessment

## Fetcham U3A Membership

This Legitimate Interest Assessment has been compiled in order to set out the reasons why Fetcham U3A processes membership information.

### Purpose Test

Fetcham U3A requests personal data in order to be able to register individuals for membership of Fetcham U3A. The personal data provided will also be used to communicate with members regarding the activities of Fetcham U3A and to keep members informed regarding any groups or activities that they undertake with Fetcham U3A. Member information is shared with a third party processor for the supply of the Trust publication – Third Age Matters (TAM). Fetcham U3A also uses a third-party processor for distribution of periodical email Newsflashes. Each member has a choice as to whether they opt to receive these communications. Other than this Fetcham U3A does not share membership information outside of Fetcham U3A. Membership information is securely held and access is restricted to those who need to process data for membership purposes. Storage and processing of membership data is done in line with GDPR and safeguarding requirements. Fetcham U3A operates with a data protection policy and privacy statement and has sought advice from the Third Age Trust in developing guidance in respect of our practice in relation to data protection.

### Necessity Test

Fetcham U3A requests minimal information from members and potential members which includes personal details and contact details. This information is proportionate to the requirements of the U3A fulfilling its responsibilities in relation to being able to communicate effectively with its membership. Fetcham U3A would not be able to register members or process applications and renewals without the provision of a certain amount of membership information. Fetcham U3A has a duty of care to its membership and needs to retain a certain amount of personal information in order to know who its members are and which members are paid up members of the U3A. This is necessary for meeting the requirements of the insurance provision for U3A members.

### Balancing Test

Through compilation of this assessment Fetcham U3A considers that it has a Legitimate Interest to collect, hold and process membership information. This document will be held by the Committee and communicated to the membership, as required. The assessment will be reviewed every 2 years in order to ensure that legitimate interest remains the most appropriate lawful basis for gathering membership information.

This policy was adopted on:

Policy review date: