

Coventry Sherbourne u3a

GDPR Policy Appendix – Self Audit Checklist

- Are all committee members and group leaders aware of their GDPR responsibilities?
- Are phone numbers and addresses deleted from newsletters or other documents before being uploaded onto webpages or Facebook (except for generic email addresses created for that purpose).
- Is the “bcc” facility always used when sending u3a emails to the personal email addresses of multiple members?
- Are permissions secured for holding members’ personal data and using their photo images (for the promotion of the u3a and its events) and is there transparency in how data and photos are used? Particular care should be taken in registering new members.
- Is the personal members’ data held by committee members and group leaders appropriate and limited to their bona fide u3a needs?
- Is members’ data deleted or shredded when its retention is no longer justifiable e.g. superseded lists etc?
- Is the data of former members deleted after an appropriate time, in line with our Privacy/GDPR Policy?
- Is every effort made to ensure that members’ data is deleted or handed over to another committee member, when a committee member or group leader steps down?