

Cirencester U3A

Membership data retention policy – October 2018.

The personal data of the members of Cirencester U3A is collected by the Membership Secretary as a part of the application process and maintained to allow communication with members (see Cirencester U3A Privacy and Data Protection policies for details). The data is provided by the prospective member by completion of a paper membership application form which includes the Gift Aid declaration, information on changes may be provided through a variety of communications such as verbal, post, email or various other means. The data is then transferred to the national U3A Beacon database where it is held securely. Membership data may also be downloaded from the Beacon database for a variety of purposes including sending the Cirencester U3A monthly Newsletter and also providing the Third Age Matters magazine from the national office. This policy defines the retention periods for the various formats and sources / locations of data and what must be done to securely destroy these records once the period of retention is reached.

Application Forms (Paper copies only.)

All applications forms shall be retained for a period of 12 months from the application date and then securely destroyed. Checks should be made annually on 1st April to ensure that no records exist more than 12 months old.

Gift Aid Forms (Paper copies only.)

All Gift aid forms shall be retained for a period of 7 years after a member has left Cirencester U3A and then securely destroyed, this to be done annually at the start of the next tax year following the year in which the age of the Gift Aid form exceeds 7 years.

Renewal Forms (Paper and electronic copies.)

Members may be requested as part of the membership renewal process to complete a renewal form confirming their name, address and email information. All renewal forms shall be retained for a period of 12 months and then securely destroyed. Checks should be made annually on 1st April to ensure that no records exist more than 12 months old.

Payment Summary sheets (Paying in forms) including BACS details (Paper and electronic copies.)

These only contain member names and payment amounts. These are referred to when members suggest that a payment was sent but not completely processed, but they also form a part of the financial record of Cirencester U3A held by the Treasurer. The records held by the Membership Secretary shall be retained for a period of 12 months from the applicable date and then securely destroyed. Checks should be made annually on 1st April to ensure that no records exist more than 12 months old. Copies of the Payment Summary Sheets, sent by the Membership Secretary to the Treasurer, along with the cheques and cash, get incorporated into the accounts and shall be retained by the Treasurer for 7 years and then securely destroyed, this to be done annually at the start of the next tax year following the year in which the age of the data exceeds 7 years.

Member letters (Paper and electronic copies).

Any correspondence shall be retained for a period of 12 months from the receipt date and then securely destroyed unless the reported issue is serious, likely to be referred to in the future or subject to legal or other regulatory concerns, in which event the communication should be retained until otherwise directed by the Committee of Cirencester U3A or the appropriate legal or regulatory authority. Checks should be made annually on 1st April to ensure that no unnecessary records exist more than 12 months old.

Emails

The cirenu3a@gmail.com email account is hosted by Google and this is the primary electronic communication method used by Cirencester U3A administered by the Membership Secretary and Beacon Systems Administrator. Other generic accounts for the various Committee members of Cirencester U3A exist relating to Cirencester U3A activities. In addition the personal email accounts of the Committee members of Cirencester U3A including the Membership Secretary may also be used on occasions. In most instances and in particular in the cirenu3a@gmail.com account Members emails are retained and filed in specific folders depending upon type of query or issue. Any emails relating to Cirencester U3A activities in any accounts shall be retained for a period of 12 months from the receipt date and then securely destroyed unless the reported issue is serious, likely to be referred to in the future or subject to legal or other regulatory concerns, in which event the communication should be retained until otherwise directed by the Committee of Cirencester U3A or the appropriate legal or regulatory authority. Checks should be made annually on 1st April to ensure that no unnecessary records exist more than 12 months old.

Historic Database of Members

Before Beacon the membership database was held on an Excel spreadsheet on a personal computer. Backup copies were also created and retained. The advent of Beacon has removed some of the requirements for spreadsheets, but the monthly Newsletter postal distribution requires downloads from Beacon and further downloads may be used to investigate system performance issues. Historic copies may be used for comparative analysis (when required) and also to access details of lapsed members when they rejoin (if information is missing). These files are also included in the backups of the PCs on which they are managed by means of external drives. Any such spreadsheets should be retained for only as long as they are required and for no more than a period of 12 months from the creation date (except where financial matters are involved in which case the retention period will be as specified elsewhere in this document for such records) and then securely destroyed. This unless they contain information on an issue which is serious, likely to be referred to in the future or subject to legal or other regulatory concerns, in which event the record should be retained until otherwise directed by the Committee of Cirencester U3A or the appropriate legal or regulatory authority. Checks should be made annually on 1st April to ensure that no unnecessary records exist more than 12 months old.

Shared Drive

Copies of the membership files have in the past been uploaded to the Cirencester U3A shared drive on Google. Given the use of Beacon there is no longer any requirement for this so all copies of membership data shall be deleted and none held there in the future. Any data that is part of the

financial records the retention period will be as specified elsewhere in this document for such records.

Beacon

All current membership information (together with deceased, resigned and lapsed members) is held on the Beacon database which is hosted by U3A National Office through an appointed services company. It is assumed that compliance with all legal and regulatory requirement for this database is managed by U3A nationally. The Beacon support and development team have access to this data. Information from Beacon is used to prepare the following information for external distribution:-

- The publishers of The Third Age Matters magazine (members name and address information only for mailing).
- HMRC for the Gift Aid return.

Cirencester U3A Membership Secretary and Systems Administrator will ensure that this database is used in accordance with U3A National Office direction, all other users must similarly comply.

Destruction of Paper Records

All paper records shall be shredded unless they contain no personal data or consent is given for the data to be shared publicly and is therefore widely available such as that published in the monthly Newsletter, in which case the paper copies can be recycled.