

Policy UH 008 Data Protection Policy

Appendix 1.

Data Protection Agreement

In accordance with the General Data Protection Regulation 2018, we require you to sign this confidentiality agreement which sets out what you will do with any personal data you use in the course of your activities with us and on our behalf.

The Agreement:

I agree at all times to respect the privacy and security of all confidential and private data to which I have access within the course of my volunteer duties for Up Holland & District u3a. I will use all such data solely for the purposes of my volunteer role with Up Holland & District u3a and for no other purpose whatsoever. I agree that I will take all reasonable care to ensure that I do not make any unauthorised disclosures of this data nor divulge my Beacon system password or any other to anyone.

I will ensure that personal data is stored securely and, if stored on computer, this is password and virus protected.

I agree to keep all information held up to date and safely dispose of data no longer necessary.

I will obtain members' consent before taking or displaying photographs.

Name: _____

Up Holland & District Membership Number: _____

Role (as volunteer): _____

Group (if applicable) _____

Signed: _____

Date: _____

This form will be stored by The Secretary, Up Holland & District u3a.