

# **U3A Sevenoaks**

## **Data Protection Policy**

All membership data, as provided by Members at their enrolment, is held by the Database Manager & Membership Secretary and will be treated with confidentiality and sensitivity.

Such data will only be used for the benefit of the membership as a whole including general administration and sending out correspondence, notices & newsletters and will not be disclosed for any other purpose.

For the purposes of distribution and mailing of U3A material only, data may be passed to a third party. This must be approved by the Executive Committee and the third party will be contractually bound to comply with this policy with regards to non disclosure.

For the purposes of making a Gift Aid charity repayment claim, data may be passed to HMRC.

Data will not be passed on to any other organisations.

Membership data will also be available to the Executive Committee who will ensure that this policy aligns with the National U3A Data Protection Advice Sheet.