

Yateley and District u3a – Legitimate Interest Assessment – Emergency Contact

1. Policy

This document should be read in conjunction with Yateley and District u3a's (Y&Du3a) Privacy Policy. This legitimate interest assessment has been compiled in order to set out the reasons why Y&Du3a requests emergency contact details.

2. Purpose Test

The reason that Y&Du3a requests a member's emergency contact is so that the committee and/or group leaders know who to contact in the event of an emergency.

Y&Du3a has a duty of care to its membership. In order to look after your safety we need to be able to contact someone who can meet your welfare needs in the event of an incident/accident. Y&Du3a requests that members inform the person identified as your emergency contact and confirm that they have granted permission to be identified. Also it is necessary for Y&Du3a to be aware of the relationship between the member and their emergency contact.

For certain events and trips we may need to provide these details to a third party and if so, you will be made aware of who that third party is.

3. Necessity Test

The emergency contact information provided by members would only be used in the event of a serious incident/accident. Y&Du3a will use the information to contact someone who may need to collect the relevant member, support the relevant member or liaise, on behalf of the relevant member, with a third party provider such as a medical professional.

4. Balancing Test

Y&Du3a only requests minimal information regarding members' emergency contact that includes a name, telephone number and the details of their relationship to the member.

Y&Du3a relies on its members to provide emergency contact information.

Y&Du3a Yateley and District u3a will hold this information securely and it will only be accessed by those who need to use it.

The information provided will only be used to contact the member's emergency contact where an incident or accident occurs that requires someone to take responsibility for the member in question. The data will not be processed for any other purposes.

Through this assessment Y&Du3a considers that it has a legitimate interest to collect, hold and process emergency contact information.

The document will be available to the membership via its web site and a review will be carried out ensure that legitimate interest remains a lawful basis for gathering emergency contact information.

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| u3a | Doc Y&Du3a Legitimate Interest assessment – Emergency Contact version 1 | |
| Version | Description of changes | Date |
| 1 | This policy was adopted on | 14 November 2024 |
| | To be reviewed by 14 November 2026 | |
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