



Approved date	7 <sup>th</sup> October 2024	Author	Richard Bedford	Issue
Review date	December 2026	Owner	Richard Bedford	1.1

## 1 Introduction

References to we, us or our means Stroud and District University of the Third Age, charity number [1030673](#) a charity registered in England and Wales (herein named "Stroud u3a"), You can contact us by email at [info@stroudu3a.org.uk](mailto:info@stroudu3a.org.uk). If you need to contact us by phone or post, please email us for contact details stating who you are and the reason you wish to contact us.

## 2 Policy

This legitimate interest assessment has been compiled in order to set out the reasons why Stroud u3a requests emergency contact details.

## 3 Purpose Test

The reason that Stroud u3a requests contact details for a member's emergency contact is so that the Committee and/or Group Coordinators know who to contact in the event of an emergency. Stroud u3a has a duty of care to its membership. In order to ensure your safety we need to be able to contact someone who can meet your welfare needs in the event of an incident/accident.

Stroud u3a requests members to inform the person identified as your emergency contact that you have provided their details to the u3a. Stroud u3a does not oblige members to provide this information but if they do not do so then Stroud u3a will not be held responsible for any aspect of the member's health, safety or welfare which, if we had this information, could have been alleviated.

For certain events and trips we may be required to provide these details by or to a third-party. You will be made aware of who this emergency contact information will be shared with if it is to be shared outside of our u3a. If a member requests us not to share this information or does not provide us with this information they will not be able to take part in that particular activity.

## 4 Necessity Test

The emergency contact information provided by members would only be used in the event of a serious incident/accident. Stroud u3a would 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. Stroud u3a only requests minimal information regarding members' emergency contact which includes a name, telephone number and their relationship to the member. It may be necessary to ask the emergency contact to identify themselves and confirm their relationship with the member. For this reason, it may be necessary to request some of the member's personal information (e.g. postcode, first line of address) to ensure that, so far as is practicable, we are communicating with the correct person.

## 5 Balancing Test

The emergency contact data requested is minimal and is only that which is required to make contact with the individual in question. Stroud u3a relies on its members to provide emergency contact information and to make the individual aware that this information has been passed to the u3a and for what purposes it has been passed to the u3a. Stroud u3a will hold this information securely and it will only be accessed by those who need to see 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 compilation of this assessment Stroud u3a considers that it has a legitimate interest to collect, hold and process emergency contact information.

This document will be held by the Committee and communicated to the membership, as required. The assessment will be reviewed at least every 2 years in order to ensure that legitimate interest remains the most appropriate lawful basis for gathering this information.