



## **Exmouth & District Information Management Policy (PN23)**

### **Purpose of this policy**

To ensure that the u3a is effectively managing information to protect personal, copyright and sensitive information, and comply with relevant laws.

### **Scope of policy**

This policy applies to the central functions of the u3a, and to its various interest groups (member activities).

### **Statement of policy**

1. Information will be assessed to determine if it is personal, copyright or in some other way sensitive.
2. Personal information will be held, processed and disposed of in compliance with UK law and guidance issued by the Information Commissioner's Office (ICO).
3. Sensitive information (commercial, legal etc) will be handled on a limited distribution appropriate to its type in a confidential manner.
4. Information including photographs shall be credited to the source if required, copyright material shall only be used with permission.
5. The Exmouth & District u3a Committee, may determine that some types of information are available to members only. This information will be protected from general access by methods appropriate to its distribution channel. These methods may for example be: members' distribution lists, though limiting visibility to information via login & password for members' etc.
6. Members taking a voluntary role will have their personal contact information protected unless they explicitly ask for such information to be used at their own risk. This will be done for example through roles-based contact forms and u3a email addresses for roles which will be supplied by the u3a.
7. Information of all types should be removed to an archive or disposed of when it is out of date or no longer useful.

This policy was approved at the committee meeting held on 11/04/2024

This policy should be reviewed within 3 years of being issued or last reviewed.

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