

GDPR - General Data Protection Regulations

New Data Protection regulations come into force on 31 May. We have to review our practice on maintaining records of members addresses, telephone numbers and e-addresses. I have received the following summary of the main points for organisations to check (from the Church of Scotland):-

- The purpose for which the information is held
- The type of information
- How it is collected
- How it is accessed and by whom
- How relevant it is
- What steps are taken to ensure it is kept up to date
- How long is it retained what security measures are in place
- Any third parties to whom it is disclosed
- Whether it is transferred outside the UK

The Forum keeps a membership list which is used to post newsletter and invitations to the AGM. It is held by Su and not disclosed to anyone else. **The form on the back of the newsletter** which is used by most of our joining or rejoining members has two choices :-

I prefer correspondence/newsletter (tick preference) by post by e-mail

The invitation to the AGM has the words included:- Membership entitles you to the quarterly newsletter posted to you. It also supports the work of the Forum in representing the needs of older people in Wandsworth.

The Forum does not disclose names, addresses or telephone numbers of members to any other body.

It has been the practice to go through the lists of addresses and remove anyone with whom we have had no contact for two years. This has been done in the last month by Su and Liliias.

In the last few years Su has gathered a list of members who are happy to receive information by e-mail and these have been used for reminders of conferences and some members meetings when the topic is of particular current importance.

For **communication to the groups of older people in the Borough (a commitment for the WBC grant)** I have had three e-lists of addresses of (1) the larger older people's groups, (2) a group of individuals who have asked to be kept informed and (3) a group of individuals who want to be kept informed but not so often. I make decisions about what I send to each group depending on the relevance and usefulness of the material to each group. All these individuals asked to be on the lists in the first place but in future I shall add a form of words asking them if they wish to remain or unsubscribe.

We also have a postal list of names and addresses of organisations of older people and individuals who have requested information to whom are posted invitations to Older People's Network conferences. Post is preferred especially for the smaller organisations as posted invitations are more likely than e-mails to be handed on when a postholder has changed. This is also a consideration for larger organisation as e-mails may just disappear when a postholder moves jobs. The following has been sent to those on the e-mail lists:-

Dear Recipient, because of changes in data protection we have to check if you're still willing to receive emails from the Older People's Forum. Please reply to this email with a simple Yes or No. If you do reply No, or if we don't hear from you, then we'll delete your email address. Sincerely, etc etc...