



## Knutsford and District u3a

### Data Protection

**Most of the points covered below can be dealt with by using the Beacon system to contact the members of your group. If you want more information regarding how to use Beacon please contact the Beacon administrator, Robert Watson.**

#### Collecting and keeping information

As a Group Leader you will probably have collected personal information about your group members in order to carry out your role effectively. If you use Beacon to communicate with your group members you will not need to take and store people's information on your own device. If you have recently begun to use Beacon rather than your own device you need to delete the information held on your own device.

If you do not use Beacon you need to bear in mind the following points:

- Collect only the information that you need to communicate with your group members.
- Keep the information secure and don't share it with other people or organisations.
- Regularly review and update the information you hold and then keep it updated and delete members who leave the group.
- Should a member change their contact details please check that they have informed our Membership Secretary (their phone number is on the Committee list on the website).
- If you stop being a Group Leader pass the information you hold to the new Group Leader and delete the records from your computer.
- Do not circulate lists of activity group contact details e.g.
  - Email addresses
  - Postal addresses
  - Telephone numbersTo other members of the group without the members' permission
- Ensure that your computer is secure – password

#### Communicating with your members by email – use of 'bcc'

When you want to communicate with all your group members you are likely to do so by a group email, either by adding email addresses one at a time or by using a Contact Group you have set up.

It is essential to ensure that when you send a group email you aren't sending all the email addresses of your members to each other. They have given that information to you on the understanding it will be used only for u3a purposes and will be kept private. 'Bcc' means 'blind copy' and ensures that your recipients cannot see each other's email addresses.

#### Why use Bcc to hide email addresses when sending emails

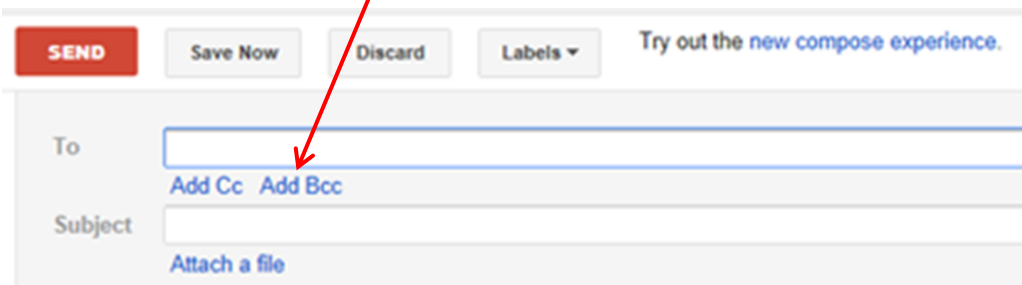
- Privacy of recipients – do they want everyone else to know their email address?
- Data Protection Acts – Obligations re Data Privacy

- Stop unwanted emails – If 30 recipients reply using “Reply All” each original recipient will get 30 replies and 870 unwanted emails will be generated to clog up the email system and email Inboxes.
- Email programmes often add details of who has been sent emails to the address book.
- If someone gets a virus, it can trawl Address books and emails looking for email addresses. That means that if you have revealed all the email addresses of your group in an email, they can soon end up in a spammer’s hands. Then the “From Accounts at XYZ Bank” phishing emails etc. start, leading to unwitting disclosure of details and possible financial loss
- Other scams include the email such as “I have been asked by the local Police to email all my contacts about a Mobile Phone security problem. Please copy this urgently to all your contacts”. If there are 100 contacts in an address book, then 100 folk get the details on an email of your 100 contacts. When they forward the email to 100 contacts, 10,000 people have access to the contacts.

➤ **Super situation to harvest email addresses for the spammers.**

**How to send emails using Bcc**

- Look for Bcc on the Compose email screen
- Often beneath the “To” area. Click and add names to the box that comes up.



- Not there?
- Look in your email help for Bcc
- Search the Internet for e.g. **Yahoo Mail and Bcc**
- No Luck? – contact me with details of provider

**Photographs**

Photographs are great but please be aware that photographs are legally ‘information’ and so they are covered under data protection legislation. Make sure that before anyone takes a photograph of members they ask their permission and give information as to how the photo may be used eg on our website, in Kanuta or on Facebook. Members must have a chance to move out of a shot if they prefer not to be in a photo.