



**SKIDDAW u3a**  
**POLICIES and PROCEDURES**

**PART 1: POLICIES**

**May 2025**

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## **1. Skiddaw u3a:**

1.1. Skiddaw u3a is not intended to be solely Keswick-centred. It aims to attract and actively involve members from all villages and hamlets in the area. To facilitate this, the organisation seeks to advertise as widely as possible and promote local activities

1.2. With the exception of September, December and August, Skiddaw u3a hosts monthly meetings open to all members.

1.3. The AGM precedes a monthly meeting and is normally held in April.

1.4. The committee organises an annual 'Open Morning' for members old and new to find out what's on offer and sign up for activities.

1.5. Three of the monthly meetings are held in venues outside Keswick.

## **2. Membership and Fees:**

2.1. In accordance with our Constitution, membership is open to all retired or semi-retired people who live in the Skiddaw area.

2.2 Membership fees are determined by the Executive committee and are reviewed annually at the end of the financial year. Any changes to the amount of the annual membership fee will be agreed at the AGM or at an EGM.

2.3. There are no refunds of membership fees.

## **3. Associate Members:**

3.1. People who are members of other u3a organisations can become Associate Members of Skiddaw u3a provided they have membership of another u3a and provide valid proof of membership. The membership year for Associates is the same as Skiddaw u3a members not their parent u3a.

3.2. The membership database highlights when an Associate member is due for renewal in the parent u3a.

3.3. Associate members may not join a waiting list for any group

3.4. Associate members pay the costs of any activities on the same basis as full members.

3.5. All group convenors must be full members of Skiddaw u3a. Any Associate Member wishing to become a group convenor must become a full member of Skiddaw u3a.

## **4. Reserves Policy:**

4.1. Skiddaw u3a maintains a reserve of at least 50% of the annual running costs of the organisation.

4.2. The level of reserves held is reviewed and set annually by the Executive Committee at the end of each financial year.

## **5. Group Convenors:**

5.1. Membership of groups may be recorded on the membership database. Convenors are required to check the membership of all members of their group annually. If membership or associate membership has lapsed, Group Convenors must inform the members concerned and ask them arrange renewal. If they fail to renew their membership, they should be advised that they will have to be removed from email distribution lists etc. and asked not to attend future meetings.

5.2. Guidelines and advice on convening group activities, including finances and health and safety are contained in Skiddaw u3a document "Information for Convenors" (*see Part 2 Procedures Section 3*). All group convenors should be aware of the existence and content of this document.

5.3 Email communication with group members should be Blind courtesy copy (Bcc) to avoid infringing our privacy and GDPR policy, unless group members have agreed otherwise. The convenor should record the permission to share personal information in accordance with our privacy and GDPR policy. The Beacon system automatically uses Bcc for email distribution and should be used whenever possible.

5.4. Every group convenor must keep a record of income and expenditure and submit a financial return annually. This may be done via the Beacon database or by completing and submitting the relevant form.

5.5. Guidelines for Convenors are regularly reviewed and updated by the committee

5.6. The committee arranges seminars and other events for convenors at least annually.

## **6. Payment of Tutors:**

6.1 The u3a is based on a 'self-help learning model' Mutual help and peer to peer learning are fundamental.

6.2 It is a principle of Skiddaw u3a that subject tutors or convenors are not paid.

6.3 One-off payments through the Group Support Fund (*see Section 10 below*) can be made for a group request for a special meeting with an invited speaker, provided participation is also open to the wider membership.

## **7. Reimbursement of expenses:**

7.1. For large printing runs, professional printers should be used.

7.2. For smaller printing runs, Executive Committee members convenors using their own equipment are reimbursed as follows:

- 5p per side for black and white and 10p per side for colour

7.3. Executive Committee members attending AGM or other Third Age Trust business meetings on behalf of the committee are reimbursed at the current Third Age Trust travel expenses rates. Any other related expenses must be agreed by the EC.

## **8. Skiddaw u3a Publications:**

8.1 Skiddaw u3a has 2 official publications: The Annual Guide to Groups and Spotlight on Skiddaw

8.2 The Guide: The publication of the Annual Guide coincides with the Annual Open Morning. It contains up to date information about all our current groups and is freely available to all members and to prospective members.

8.3 The Guide is sent directly to members via email but is also available as hard copy to any member and to those without email.

8.4 Copies of the Guide are available through the Library, village halls, churches and other local public venues as well as relevant organisations such as Age Concern

8.5 Spotlight on Skiddaw is a quarterly publication. Its prime function is to keep members informed of events, news, developments and local and national u3a information.

8.6 Spotlight is sent to members by email and is published on the Skiddaw u3a website.

8.7 A copy of Spotlight is posted to full members who do not have email.

8.8 Hard copies of Spotlight are made available in the library and other public venues. An electronic version and/or hard copies are sent to other relevant organisations.

8.9 Without exception, advertisements for businesses or other profit-making organisations are not published in Spotlight.

8.10 Final draft versions of both Guide and Spotlight are sent to the Executive Committee for comment and approval before being published.

8.11 No adverts for non u3a organisations, are permitted in any document that could be distributed by email.

## **9. Website:**

9.1 The webmaster is responsible for

- i) creation and maintenance of login details for Site & Page Editors
- ii) ensuring data is current & relevant
- iii) auditing data added by Site & Page Editors to ensure it meets Data Protection and Privacy policies
- iv) producing audit reports of site usage as required by the Executive Committee

9.2 The committee and the webmaster must ensure that website does not contain any links to commercial websites.

9.3 No unlicensed or copyright material can be included.

9.4 A disclaimer must be included if any links are made to external sites.

9.5 The general policy is to accept adverts only for our or another u3as activities or events. However the committee can, at its discretion approve or refuse adverts.

## **10. Group Support Fund (GSF):**

10.1 The Executive committee decides the budget for the Group Support Fund annually and presents a report at the AGM.

10.2 All requests to the GSF are made to the Committee through Group Convenors.

10.3 Requests must comply with the principles underpinning the GSF (*see Part 2 Procedures Section 4*) and include full details and actual or estimated costs.

10.4 For amounts less than £150.00 a decision will be made by the Treasurer, Chair and Business Secretary, for amounts greater than this the EC will make the decisions.

10.5 The Treasurer, on behalf of the committee, will maintain an Asset Register of all equipment purchased on behalf of groups. This list is available to any member on request.

### **11. Equipment and Property:**

11.1 All equipment purchased by Skiddaw u3a from its membership fees is owned by Skiddaw u3a.

11.2 The Executive Committee appoints an Equipment Officer, who will keep a record of the equipment held by them and equipment bought for general use but usually held by a specific Group e.g. the Tour Talk system). S/he is not expected to keep track of equipment bought for the exclusive use of a Group.

11.3 The Equipment Officer will ensure all equipment loaned to members is signed for and returned.

11.4 All electrical equipment will be PAT tested every 2 years by a competent person.

### **12. The Beacon System:**

12.1 The Executive Committee appoints a member to each of the following principle system users IDs.  
System Administrator (SA)  
Deputy SA for Beacon  
Membership Secretary  
Treasurer  
Groups Coordinator

12.2 Beacon access for group convenors will be arranged by the Groups Coordinator in conjunction with the System Administrator or their deputy.

12.3 The EC may at its discretion appoint further users to allow other EC members to perform their roles as members of the EC. The EC may extend the levels of access of the principle users to allow them to provide cover, continuity and training. The appointment of the principle users (those with privileges greater than that of a convenor) will be recorded in the EC minutes. The SA will maintain records of all users.

12.4 All users will only have access to the data needed to fulfil their roles. The principle users have a pre-defined user profile. For other agreed users, the EC will inform the SA of individual data access requirements. The SA will then assign an appropriate profile.

12.5 All new users must complete data protection training and complete a Beacon system application form before a user ID and password will be issued. User security checks are described in the application form (*see Part 2 Procedures Section 9*).

### **13. General Data Protection Regulations: Data Protection Policy**

The following policy summarises how data is gathered stored and managed in line with the GDPR regulations and the Beacon privacy policies. These can be found on <https://beacon.u3a.org.uk/terms/>

or full details of the regulations and their scope see *Part 2 Procedures Sections 6, 7 and 8*. Both the summary below and the appendices are available to all members via the Skiddaw u3a website.

13.1 Access to Skiddaw u3a membership data is limited to those committee members and group convenors who need to communicate with or provide a service to the Skiddaw u3a members.

13.2 Membership data is kept secure and protected by strong passwords. All users have a user-id assigned to them and each user sets his/her own password. Passwords must never be shared.

13.3 With exception of specific and agreed reasons such as applying for Gift Aid to the HMRC or information required for the TAT publications, membership data is not shared outside Skiddaw u3a without prior consent of the Executive Committee.

13.4 Data is collected and managed by Skiddaw u3a in accordance with the GDPR principles: data is relevant, accurate, limited and secure and is up to date and kept no longer than is necessary. The time scales for keeping membership data are reviewed annually.

13.5 Skiddaw u3a membership data is never used for the dissemination of marketing and/or promotional materials from external service providers.

13.6 Individual member's rights to be informed, to access their own data, to rectify errors, to erasure, to restrict processing and to object will be protected at all times.

13.7 Any Member can make a Subject Access Request (SAR) to examine the data Skiddaw u3a holds on him/her. To ensure that the Executive Committee can track and respond within the 30 day time scale, the committee makes available to all members on request an SAR form (*see Part 2 Procedures Section 10*).

13.8 When a committee member or group convenor relinquishes his or her role, s/he must delete the data from their own storage systems. Beacon System Administrator must be notified so their access can be removed and other necessary changes made.

13.9 Committee members and group convenors are made aware of their responsibilities in remaining compliant with data protection regulations at the Annual Convenors Meeting.

#### **14. Privacy:**

14.1 Membership data collection is limited to Names, addresses, email addresses, telephone numbers, subscription preferences, Gift Aid information, group membership and next of kin.

14.2 Membership data is used by the committee and group convenors to facilitate participation in u3a activities.

14.3 Membership data is used externally with consent for direct mailing for the Third Age Trust magazines.

14.4 Membership data is disclosed where there is a legal or regulatory reason.

14.5 Blind courtesy copy (Bcc) should be used whenever sending bulk or group emails unless those being emailed have given permission to do otherwise.

14.6 Written permission must be obtained before any personal data such as email addresses and phone numbers can be published on any documents issued by Skiddaw u3a, including the organisation's website. Permission can be given by email.

14.7 If group conveners require contact information they should request it from their group members.

## **15. Legitimate Interest Assessment: Next of Kin**

15.1 As part of its duty of care towards its membership, Skiddaw u3a may require contact details for members' next of kin so that the committee and/or group conveners know who to contact in the event of an emergency.

15.2 For certain events and trips, the committee may need to provide these details of next of kin to a 3rd party. Skiddaw u3a makes members aware the reasons why next of kin information is requested and to who information will be shared with.

15.3 Skiddaw u3a only utilises next of kin information provided by members in the event of a serious incident/accident. This data is not processed for any other purpose

15.4 Next of kin data is the minimum required to fulfil its duty of care and will be reviewed by the committee every 2 years

## **16. Photographs**

16.1 Under GDPR, photographs are classed as personal data.

16.2 Where group photographs are taken, members who do not wish to be photographed will be asked to step aside.

16.3 Members are asked to consent to individual photographs and are informed of how they will be displayed or used.

16.4 Any member, at any time, wishes for his/her photograph to be removed from display can inform the Chair or any committee member that they wish their photograph to be removed.

## **17. Notification of Data Breaches**

17.1 All data breaches must be reported to the Chair and the Beacon System Administrator as soon as they are discovered.

17.2 All data breaches must be investigated to determine:

- how many members are potentially affected by the breach
- what personal information has been exposed
- how the breach occurred

17.3 Records should be kept including details as above and actions needed to reduce further breaches.

17.4 The Executive Committee must be informed of the breach and should consider whether it is necessary to inform the membership of the breach.

17.5 The Chair must contact the National Office to discuss whether or not the Commissioner's Office needs to be informed of the breach

17.6 All serious breaches, those that risk the rights or freedoms of individuals, must be reported to the National Office within 72 hours.

**Skiddaw u3a Executive Committee**