

Gordon Mackie  
Lower Torbeg  
1 Easterhill Road  
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G84 9JE

22 April 2025

David Cunningham  
The Chair  
The Executive Committee  
Helensburgh and District U3A

Dear David

## **REPORT ON DATA PROTECTION MATTERS 2024-25 FOR ANNUAL GENERAL MEETING**

I am writing to fulfil my obligations as IT Co-Ordinator to the group with regard to data protection management in the year since the last AGM.

1. The Privacy Policy has not changed and I am not aware of any material changes to the law in this area and therefore believe that the policy continues to be fit for purpose. The Privacy Policy can be found on the LINKS page of our website and the Website Terms of Use can be found at the foot of every website page.
2. During this year, I have received no notification of any potential breaches or issues of personal data that may require action and possible transmission to the Information Commissioner.
3. I can report that all Committee Members that were adopted at the 2024 AGM and thereafter have confirmed their agreement to adhering to the GDPR policies that the Group follow.
4. The member application form Privacy Statement which is downloaded from the website and signed by new members states :-

*“Your personal details will be stored in a secure database and will be used solely for the purposes of administration and the communication of u3a matters.*

*They may be shared with group coordinators for those groups that you are a member of.*

*They will never be supplied to an outside agency or party other than for you to receive u3a Matters magazines directly mailed.*

*Helensburgh & District u3a may use photographs taken at meetings and events for publicity purposes and/or on our websites. Such photographs will not be captioned with names unless prior permission has been sought.*

*[Please be advised that you can withdraw consent at any time for your data to be used for any of the above purposes by contacting the Membership Secretary, in writing, at the address below. Membership Secretary; Archie Westwood, 16 Kilmahew Avenue, Cardross, G82 5NG”*

5. I recommend that any outgoing Committee Members that have had access to copies of the membership list as it has, necessarily, been circulated in support of the Group’s affairs, should delete those files.

Yours Sincerely

Gordon Mackie