



HYTHE AND DIBDEN U3A

Legitimate Interest Assessment – Emergency Contacts

Policy

This legitimate interest assessment has been compiled to set out the reasons why Hythe and Dibden u3a ('the u3a') requests emergency contact details.

Purpose Test

The reason that the u3a requests details for a member's emergency contact is so that the committee and/or group convenors know who to contact in the event of an emergency. The u3a has a duty of care to its membership and, to ensure a member's safety, it needs to be able to contact someone who can meet the member's welfare needs in the event of an incident/accident. The u3a requests members to inform the person identified as their emergency contact that these details have been provided to the u3a. For certain events and trips the u3a may need to provide these details to a third party. Members will be made aware of who this emergency contact information will be shared with if it is to be shared outside of the u3a.

Necessity Test

The emergency contact information provided by members would only be used in the event of a serious incident/accident. The u3a would use the information to contact someone who may need to collect the relevant member, support the relevant member or liaise, on behalf of the relevant member, with a third party provider such as a medical professional. The u3a only requests minimal information regarding a members' emergency contact which includes a name, telephone number and the details of their relationship to the member.

Balancing Test

The emergency contact data requested is minimal and is only that which is required to contact the individual in question. The u3a relies on its members to provide emergency contact information and to make the individual aware that this information has been passed to the u3a and for what purposes. The u3a will hold this information securely and it will only be accessed by those who need to see it. The information provided will only be used to contact the member's emergency contact where an incident or accident occurs that requires someone to take responsibility for the member in question. The data will not be processed for any other purposes.



Through compilation of this assessment the u3a considers that it has a legitimate interest to collect, hold and process emergency contact information. This document will be held by the Committee and communicated to the membership, as required. The assessment will be reviewed every 2 years to ensure that legitimate interest remains the most appropriate lawful basis for gathering this information.

This document was approved on: 29 September 2025