

Next of kin

Settle District U3A Legitimate Interest Assessment – Next of Kin/Emergency Contact

This legitimate interest assessment has been compiled in order to set out the reasons why Settle District U3A (sdu3a) requests next of kin/emergency contact details.

Purpose Test

The reason that Settle District U3A (sdu3a) requests contact details for members' next of kin/emergency contact is so that the committee and/or group leaders know who to contact in the event of an emergency. Settle District U3A (sdu3a) has a duty of care to its membership and in order to ensure your safety we need to be able to contact someone who can meet your welfare needs in the event of an incident/accident. Settle District U3A (sdu3a) requests members to inform the person identified as your next of kin/emergency contact that you have provided their details to the U3A. For certain events and trips we may need to provide these details to a 3rd party. You will be made aware of who next of kin/emergency contact information will be shared with if it to be shared outside the Settle District U3A (sdu3a).

Necessity Test

The next of kin/emergency contact information provided by members would only be used in the event of a serious incident/accident. Settle District U3A (sdu3a) 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. Settle District U3A (sdu3a) will only request minimal information regarding members' next of kin/emergency contact which and may include their name, telephone number and the details of their relationship to the

member.

Balancing Test

The next of kin/emergency contact data requested is minimal and is only that which is required to make contact with the individual in question. Settle District U3A (sdu3a) relies on its members who provide next of kin/emergency contact information to make the individual aware that this information has been passed to Settle District U3A (sdu3a) and for what purposes it has been passed to them. Settle District U3A (sdu3a) 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 next of kin/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 Settle District U3A (sdu3a) considers that it has a legitimate interest to collect, hold and process next of kin/emergency contact information. This document will be held by the Committee and communicated to the membership, as required. The assessment will be reviewed annually in order to ensure that legitimate interest remains the most appropriate lawful basis for gathering this information.