

Important Update: Protecting Our Member Data

Thank you to Group Leaders who are doing a great job building and maintaining Bolton u3a. To support you in this, we must ensure we are all meeting our moral and legal obligations regarding the personal information our members entrust to us.

Please review the following requirements to ensure we remain compliant and secure:

- **GDPR Compliance:** Under Data Protection laws (GDPR), we are legally required to ensure that member information is kept secure, used only for intended purposes, and never stored on private, unprotected devices.
- **Safeguarding Information:** Member details (phone numbers, addresses, etc.) must remain strictly confidential. This information should never be printed and left unattended or shared with third parties outside of official group business.
- **Individual Accountability:** Your login credentials are for your use only. Sharing passwords—even with trusted friends or assistants—creates a significant security risk and is strictly prohibited.
- **We understand that not everyone is comfortable navigating the database, Beacon.** If you prefer not to access the system directly, you may appoint a Beacon Group Rep. This is a designated, tech-savvy member who can manage the data on your behalf, ensuring records remain accurate and secure. Beacon Group Reps would be given a login in their own name.
- **Mandatory Password Reset:** To ensure a fresh start for our security protocols, all Group Leader passwords will be reset on March 1st. You will receive instructions on how to set your new, secure password on that date.

Thank you