



## **Legitimate Interest Assessment – Emergency Contact**

This legitimate interest assessment has been compiled in order to set out the reasons why U3A in Bath (hereafter the U3A) requests emergency contact details.

### **Purpose Test**

The reason that the U3A requests contact details for members' emergency contact is so that the committee and/or group conveners and event organisers know who to contact in the event of an emergency. The U3A 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 or accident. The U3A requests members to seek the consent of the person identified as your emergency contact to provide their details to the U3A. For certain events and trips we may need to provide these details to a 3rd party. The U3A will always make you aware where emergency contact information is requested with whom information will be shared.

### **Necessity Test**

The emergency contact information provided by members would only be used in the event of a serious incident or 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 requests only minimal information regarding members' emergency contact which includes a name and telephone number.

### **Balancing Test**

The emergency contact information requested is minimal and is only that which is required to make contact with 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 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 regularly in order to ensure that legitimate interest remains the most appropriate lawful basis for gathering this information.

Date Reviewed: 7<sup>th</sup> June 2018