

Internal Communication and Data Protection

Members' data is held centrally in our database, in accordance with our Data Protection and Privacy Policies. You should familiarise yourself with those policies in respect of any group members' data you may hold. In particular:

- Convenors should take precautions to keep group members' data which they hold (e.g. phone, email) safe, use it only for the purpose of that group's operation and delete it when no longer required
- Personal data should not be shared outside your group, except to the committee (e.g. annual census of group membership)
- If you submit items for our newsletter or website, you should seek permission from any members whose name or photo is used. As a convenor it is presumed you also grant such permission – please inform the Groups Coordinators should this not be the case

Information from visitor members is not stored centrally but can be recorded by convenors for group purposes. Consent to this should be noted on the Group Register.

Emails Please email your members using the BCC (blind copy) unless the members of the group have been asked and are happy to share their email addresses. Members' emails must not be used for any purpose other than u3a business unless you have received permission from an individual to use it. If a member doesn't have access to email perhaps another group member can be nominated to advise them of communications within the group.

Within the group, members can agree to share phone numbers. Many groups find WhatsApp a convenient way to share information quickly.

Website Each group has a web page under the Group button on our website. Our webmaster will contact you as convenor when a new group page is set up and provide the information necessary to access the site, add /remove information on to the group's page. This task can be delegated.

Third Age Trust Terms and Conditions for Page Editors

1. Accept sole responsibility for the content of web pages owned and/or operated by you – whether in text, in uploaded documents or uploaded images.
2. Accept sole responsibility to ensure that all materials on any website owned or operated by you contains material that you have created or have permission to use.
3. Accept sole responsibility for any dispute involving Copyright or Intellectual Property Rights associated with your site.
4. May not upload or insert into any web page material that is deemed by the Third Age Trust to jeopardise the reputation of the U3A.
5. Accept sole responsibility to ensure that all materials on any website owned or operated by you contains material that you have created or have permission to use.

6. Accept sole responsibility for any dispute involving Copyright or Intellectual Property Rights associated with your site or service

Licences / Copyright. The Third Age Trust holds a licence to copy some materials for educational use within groups. If you are going to be using copyright material in any form, for example, printed, audio or pictures, the following information from the u3a website may be helpful.

All u3a members are responsible for respecting the rights of others and should only use others' work when it is legally permissible to do so.

Before using any work that has been created by someone else, u3a members should ascertain who created it and who the copyright owner is.

It is very important that you are clear on what grounds you are making a resource available. The following checklist may be useful:

- *Who created it and who is the copyright owner?*
 - *Be aware that some sites may be using images for which they don't hold the copyright – you will need to find the actual owner.*
- *How old is it? Is it still covered by copyright or has the copyright expired?*
 - *Review the 'expired copyright' section. If the copyright has expired you will be able to use it. If not, you will need to investigate further.*
- *Has the copyright owner given permission for the intended use?*
 - *Check if it has been published (and the intended use is permitted) under a public copyright licence such as a Creative Commons licence.*
 - *If not:*
 - *Contact the copyright owner for permission; or*
 - *Is there a similar image which has been released under a public copyright licence that you could use?*
 - *Does the use potentially fall under a copyright exception?*
 - *If you have not received permission from the copyright owner and the use does not fall under a copyright exception, has your u3a, the Third Age Trust or the relevant venue got a licence that allows that use?*
 - *U3As need to purchase a CLA licence from the Trust. You may also want to purchase an Amateur Choir Licence.*

It is always good practice to acknowledge the author and owner of any materials.

If you are in any doubt regarding any aspect of using the work of others, take advice from the u3a Committee before using the work. The u3a movement is not exempt from copyright law and fines can be quite high so caution should be exercised. Note that Trustee Indemnity Insurance will not cover copyright infringement.