

Legitimate Interest Assessment – Next of Kin

This legitimate interest assessment has been compiled in order to set out the reasons why Chiltern U3A (the U3A) requests next of kin details.

Purpose Test

The reason that the U3A requests contact details for members' next of kin 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. In order to ensure members' safety it needs to be able to contact someone who can meet a member's welfare needs in the event of an incident or accident. The U3A requests members to inform the person identified as their next of kin that their details have been provided to the U3A. For certain events and trips these details may have to be provided to a third party. Members will be advised of any such third party provision.

Necessity Test

The next of kin 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 only requests minimal information regarding members' next of kin, principally a name, telephone number and the details of their relationship to the member.

Balancing Test

The next of kin data requested is minimal and is only that which is required to make contact with the individuals in question. The U3A relies on its members to provide next of kin information and to make the next of kin aware that this information has been passed to the U3A and why. 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 next of kin where an incident or accident occurs which 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 next of kin information. This document will be held by the Committee and communicated to the membership, as required. The assessment will be reviewed every 2 years in order to ensure that legitimate interest remains the most appropriate lawful basis for gathering this information.

Assessment approved: 20 June 2019

Review date: June 2021