

This legitimate interest assessment has been compiled to set out the reasons why FWDu3a requests next of kin (or other appropriate person) details.

## **Purpose Test**

The reason that FWDu3a requests contact details for members next of kin is so that the committee and/or group leaders know who to contact in the event of an emergency. FWDu3a has a duty of care to its membership. 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. FWDu3a requests that members inform the person identified as your next of kin (or other appropriate person) that you have provided their details to the u3a. For certain events and trips, we may need to provide these details to a third party. You will be made aware of who this information will be shared with if it is to be shared outside of the u3a.

## **Necessity Test**

The next of kin (or other appropriate person) information provided by members would only be used in the event of a serious incident or accident. FWD u3a would use the information to contact someone who may need to collect, support or liaise on behalf of the relevant member, with a third-party provider such as a medical professional. FWD u3a only requests minimal information regarding members' next of kin which includes name, telephone number and relationship to the member.

## **Balancing Test**

The next of kin (other appropriate person) data requested is minimal and is only that which is required to make contact with the individual in question. FWD u3a relies on its members to provide next of kin information and to make the individual aware that this information has been passed to the u3a and for what purposes it has been passed to the u3a. FWDu3a 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 make 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 FWDu3a considers that it has a legitimate interest in collecting, holding and processing next of kin (or other appropriate person) information. This document will be held by the Committee and communicated to the membership, as required. The assessment will be reviewed annually to ensure that legitimate interest remains the most appropriate lawful basis for gathering this information.

Date of Change:	Changed By:	Comments:
July 2023		Document approved by the Trustees Steering Committee