

Kettering U3A In Case of Emergency (ICE)

EXPLANATION OF WHY WE REQUEST ICE DETAILS

Kettering U3A organises numerous meetings, trips and events and in the situation of a member falling ill, or having an accident, we require next of kin information to be provided, the U3A will require the member to gain consent from the identified next of kin. The consent will provide permission for the information to be held for the purpose of supporting and safeguarding the member in question.

The same would apply to carers who may attend either a one-off event or on an ongoing basis to support a U3A member with the agreement of the U3A.

Where additional information may be required, such as health-related information, this will be obtained with the specific consent of the member who will be informed as to why this information is required and the purpose that it will be used for.

There may be occasional instances where a members' data needs to be shared with a third party due to an accident or incident involving statutory authorities. Where it is in the best interests of the member or the U3A in these instances where the U3A has a substantiated concern then consent does not have to be sought from the member.

Accuracy of Data and Keeping Data up to Date

The U3A has a responsibility to ensure members' information is kept up to date. Members will be informed to let the membership secretary know if any of their personal information changes. In addition, on an annual basis the membership renewal forms will provide an opportunity for members to resubmit their personal information and reconfirm their consent for the U3A to communicate with them.

Policy Approved by Committee: 6th March 2018