

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

This legitimate interest assessment has been compiled in order to set out the reasons why MARCH u3a requests emergency contact details.

### ***Purpose Test***

The reason that MARCH u3a requests contact details for members is so that the group convenors know who to contact in the event of an emergency. MARCH 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 or, at least, put us in touch with someone who can meet your welfare needs in the event of an incident/accident. MARCH u3a requests members to inform the person identified as their emergency contacts 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 the emergency contact information will be shared with if it is to be shared outside of the u3a.

### ***Necessity Test***

The emergency contact information provided by members would only be used in the event of a serious incident/accident. MARCH 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. MARCH u3a only requests minimal information regarding members' emergency contact which includes a name, telephone number and the details of their relationship to the member.

### ***Balancing Test***

The emergency contact data requested is minimal and is only that which is required to make contact with the individual in question. MARCH u3a relies on its members to provide emergency contact information and to make the individual aware that this information has been passed, and for what purposes it has been passed, to the u3a. MARCH u3a will hold this information securely and it will only be accessed by those who need to see it. The information will only be used to contact a member's 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 MARCH 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 every 2 years in order to ensure that legitimate interest remains the most appropriate lawful basis for gathering this information.