



Hamilton and District

Emergency Contact Policy

This Emergency Contact Policy has been compiled to set out the reasons why Hamilton and District u3a requests emergency contact details.

Purpose

The reason that Hamilton and District u3a requests contact details for emergency contacts is so that the committee and/or group conveners know who to contact in the event of an emergency. Hamilton and District 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 in the event of an incident/accident.

Hamilton & District u3a requests members to inform their emergency contact that you have provided their details to the u3a. For certain events and/or outings we may need to provide these details to a third party e.g. medical services, police. If this should be the case Hamilton and District u3a will always make you aware that your emergency contact details have been shared.

Necessity

The emergency contact details provided by members would only be used in the event of a serious incident/accident. Hamilton and District 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.

Hamilton and District u3a only requests minimal information regarding the emergency contact i.e. a name, a contact telephone number and the relationship to the member

Balance

The emergency contact data requested is minimal. Hamilton and District u3a relies on its members to provide this information, keep it updated and to make

their contact aware that this information has been given to the u3a and for what purposes u3a will use it.

Hamilton and District 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 if an incident/accident occurs whereby the emergency contact would need to take responsibility for a specific member

The data will not be used for any other purposes

Through compilation of this Emergency Contact Policy Hamilton and District u3a considers 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. This document will be reviewed annually in order to ensure that legitimate interest remains the most appropriate lawful basis for gathering this information.

Date of Policy : September 2018

Review Date : October 2020

Next review date : September 2023