

East Renfrewshire u3a Data Confidentiality Agreement

East Renfrewshire u3a has to hold certain information about our members in order to communicate with them and provide our services. Although this information is not regarded as sensitive, it is personal to the members and must be treated as private information. In order to maintain accurate and up-to-date information, we use a cloud-based membership management system called Beacon. Access to the system is restricted to authorised users and further controlled according to the user's role within our u3a.

You have been granted access to Beacon to help you to fulfil your role(s) as

Role(s) assigned:	Date:
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on the strict understanding that you agree to follow data protection principles and do not disclose privileged information to anyone.

Your personal login details to Beacon should never be shared and access to the Beacon login screen on portable equipment must be password protected.

Use of a public computer to access Beacon, e.g. in a public library, is strictly prohibited.

Your level of access and privileges has been set according to your role(s) shown above.

If you think your login details have been compromised in any way you should contact your Beacon Administrator immediately.

I understand and accept my responsibility to protect the privacy of East Renfrewshire u3a members' information.

Signed: Name:	Date:
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