

1. Purpose of this policy

Stowmarket u3a aims to protect the privacy of its members while also promoting u3a activities in line with guidance from the **Third Age Trust**. This policy explains how photographs are taken and used in a way that is fair, transparent, and compliant with UK data protection legislation (UK GDPR and the Data Protection Act 2018).

2. Scope

This policy applies to: All members of Stowmarket u3a, committee members and group leaders, and anyone taking photographs on behalf of Stowmarket u3a.

Stowmarket u3a activities involve adults only; children are not involved.

3. Lawful basis for using photographs

In line with **Third Age Trust guidance**, Stowmarket u3a normally relies on **legitimate interests** as the lawful basis for taking and using photographs.

Photographs are used only to a) promote Stowmarket u3a and the u3a movement, b) illustrate and record meetings, interest groups, and events, and c) support communications such as the website and newsletters.

Images are not used for commercial purposes and are not shared with external organisations.

4. Types of photographs

Stowmarket u3a will usually take and use: group photographs and general images of activities or events.

Where possible, photographs will be taken in a way that is respectful and not intrusive. Unnecessary closeups of individuals will be avoided.

In line with Third Age Trust guidance, **explicit consent** will normally be sought where: a) an individual is clearly identifiable and is the main subject of the photograph, b) a photograph is used together with a person's name, and c) a photograph is used as a profile or portrait image.

5. Informing members

Members will be informed that photography may take place, either a) by reference to this policy, b) through notices on the website or at events, or c) by group leaders or event organisers where appropriate.

This ensures members are aware that photography forms part of normal u3a activity.

6. Right to object

Members have the right to object to being photographed.

Any member who does not wish to appear in photographs should either: a) inform a committee member, group leader, or the photographer, or b) contact the committee using the details on the Stowmarket u3a website.

Stowmarket u3a will respect objections and take reasonable steps to avoid photographing those members or to remove images where practicable.

7. Removal of images

Members may request the removal of a photograph at any time. Requests will be dealt with promptly, and images will be removed from the website and future publications where reasonably possible.

8. Storage and security

- Digital images will be stored securely
- Access will be limited to authorised committee members or website administrators
- Images will be retained only for as long as they remain relevant to the purposes for which they were taken

9. Review of this policy

This policy will be reviewed periodically by the committee to ensure it remains consistent with Third Age Trust guidance and current data protection legislation.

Approved by: Stowmarket u3a Committee

Date: 11th March 2026