



1. Purpose

This policy outlines the principles and procedures governing the access and use of union systems and membership data of the Union Workers Union (UWU). It ensures that union systems and sensitive data are used responsibly while maintaining compliance with data protection regulations and respecting members' privacy.

2. Scope

This policy applies to staff and all elected representatives of UWU, including branch officials, executive members, and other elected roles, who may require access to UWU union systems and membership data in the performance of their duties.

3. Principles

Access to union systems and membership data is granted based on the following principles:

- **Confidentiality:** All membership data must be treated as confidential and used solely for union-related purposes.
- **Transparency:** Members will be informed about how their data may be accessed and used by elected representatives.
- **Legitimacy:** Access is permitted only when it is necessary to fulfil the representative's duties and responsibilities.
- **Compliance:** UWU and its representatives must comply with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

4. Authorised Access

Access to union systems and membership data under the following conditions:

1. For staff so as to undertake duties of their role.
2. For elected representatives of the Union to:
 - a. Communicate with members about union activities, events, and decisions.

- b. Represent members in grievances, disputes, or negotiations.
- c. Collect feedback or opinions to shape union strategy or policy.
- d. Store data securely.

Where practicable, access to union systems and membership data is restricted so a user only has access to what is needed. Where this may not be possible, persons should only access the data necessary for the specific purpose (e.g., contact information for communication, membership status for representation).

An audit of authorised access will be conducted by the Union at least annually.

5. Requesting Access

Staff will be granted access to union systems and membership data as required for their role during induction.

NEC members and Equality Network leads can request access to an email account and to the membership database.

Branch Secretaries can request a branch email account and a member and mailing list for their branch members.

All other branch representatives should request information via the Branch Secretary to ask the Union, specifying:

- The purpose for accessing the data.
- The specific data required.

All requests will be reviewed by an authorised officer to ensure they comply with this policy.

6. Data Use and Security

You are required to:

- Use data only for the approved purpose.
- Store data securely and in accordance with UWU's data protection guidelines.
- Avoid sharing data with unauthorised individuals.

In the event of a data breach, representatives must immediately notify UWU's Data Protection Officer (DPO).

Data stored on any UWU system, including branch-level accounts may be subject to statutory data requests, for example, Subject Access Requests.

7. Training and Support

Persons in scope will receive training on data protection and the appropriate use of membership data before being granted access.

8. Breaches of Policy

Any misuse of membership data will be taken seriously and may result in:

- Suspension of access to membership data.
- Disciplinary action under UWU's rules and procedures.
- Reporting to regulatory authorities if required by law.

9. Member Rights

Members have the right to:

- Be informed about how their data is accessed and used.
- Request a copy of their data held by UWU.
- Object to the use of their data in certain circumstances.

10. Review of Policy

This policy will be reviewed annually, or as required, to ensure compliance with legal requirements and the needs of UWU members and representatives.

11. Contact information

For questions or concerns regarding this policy, please contact:

Data Protection Officer

mail@unionworkersunion.org