

Beacon User Undertaking

Background

Beacon is our membership information system, and has personal data for all of our members. It is critical that all users understand what they should and should not do when they access Beacon. By signing this you are committing to access the system ONLY to fulfil your role within St Ives (Cambs) u3a, and not for any other purpose.

In this role your main point of contact is our Beacon administrator (beacon@u3aivo.uk), but you may also contact our chair (chair@u3aivo.uk 07458 197372) or any [Trustee](#).

St Ives (Cambs) u3a:

- have set you up as a Beacon user in the role of
- have accepted that you have a need for such access
- have provided you with induction, including on our [Data Protection policy](#) (GDPR)
- have provided you with a temporary initial password
- will support you in using the Beacon system to fulfil your role, with ongoing advice, guidance, and any necessary training
- will be able to monitor your use of Beacon, and take action if you use it inappropriately

As a Beacon user we expect you to:

- set up your own password, and keep it securely, changing it as needed
- never allow anyone else to use your user name to access Beacon
- report to us immediately you think your usage has been compromised
- ask questions, or request further training, if you feel you need them
- never use your access to do anything other than fulfil your above role
- report any facets of the system or data that concern you to the Beacon administrator or chair, as above (not to other members)
- always bear in mind our [Data Protection policy](#)

I have read and understood the instructions for using Beacon, including our Data Protection policy , and undertake to follow them.			
Name (print)		Member No	
Signed			
Dated			

[Copies: 1) Beacon administrator 2) Beacon User]