

Arun East U3A Privacy Policy

Arun East U3A treats its members privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify you, or is related to the identity of you as an individual.

What personal information do we collect?

When you join Arun East U3A you will be asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone number
- your subscription details
- your Gift Aid entitlement

How do we collect this personal information?

All the information collected is obtained directly from you on your membership form. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with the U3A.

How do we use your personal information?

We use your personal information:

- For administration, planning and management of our U3A
- To communicate with you about Arun East U3A, SUN and Third Age Trust activities events
- To send our Newsletter.

Who do we share your personal information with

We may disclose information about you, including your personal information

- Internally on a 'need to know' basis to committee members and group leaders. facilitate your participation in Arun East U3A activities;
- Externally – with your consent for the Trust magazines – Third Age Trust and Sources;
- If we have a statutory duty to disclose it for other legal and regulatory reasons eg Gift Aid

We do not share our database with outside organisations for marketing or any other purposes.

How long do we keep your personal information

We need to keep your information so that we can provide our services to you. Your personal details supplied on membership will not be stored for longer than 12 months or until we are notified that you are no longer a member. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved. Where this is the case member/s will be informed as to how long the information will be held for and when it is deleted.

How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, member's need to inform the Arun East U3A of any changes to their personal information by contacting the membership secretary.

On an annual basis you will have the opportunity to update your information via the membership renewal process. Should you wish to view the information that the U3A holds on you, you can make this request by contacting the membership secretary. We will usually respond within 14 days of the request being made.

How do we store your personal information

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use or modification. Your membership information is held on a database and accessed by Committee Members as appropriate.

Availability and changes to this policy

This policy is available via a link on our website and in hard copy at our monthly meetings. A hard copy is available by written request to the secretary or chairman.

Any changes to this policy will be announced in our newsletter, on the Arun East U3A website and at our monthly meetings.

Contact

If you have any queries about this policy, please contact the secretary or chairman.