

Bearsden and Milngavie u3a

PRIVACY POLICY

Bearsden and Milngavie u3a (hereafter 'the u3a') treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

WHAT PERSONAL INFORMATION DO WE COLLECT?

When you express an interest in becoming a member of the u3a you will be asked to provide certain information. This includes:

- Name.
- Home address.
- Email address.
- Telephone number(s).

HOW DO WE COLLECT THIS PERSONAL INFORMATION?

All the information collected is obtained directly from you. This is usually at the point of your initial registration. The information will be collected via membership forms or online contact forms. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

Please be advised that you can withdraw consent for your data to be stored and used by informing the Membership Secretary, in writing. Proof of Identity may be required if you make such a request.

It should be understood that if you withdraw consent for your personal information to be stored and used then you may no longer remain a member of Bearsden and Milngavie u3a. If you wish to withdraw consent for your data to be stored and used then you should, in the first instance, make contact via:

Email: membership@bamu3a.org.uk

BaM telephone: 07592 501648

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide our u3a activities and services to you.
- For administration, planning and management of our u3a.
- To communicate with you about your group activities.
- To monitor, develop and improve the provision of our u3a activities.

We'll send you messages by email, other digital methods, telephone and post to advise you of u3a activities.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose information about you, including your personal information:

- Internally - to committee members and group convenors – as required to facilitate your participation in our u3a activities.
- Externally – where we use an external membership management system and with your consent for products or services such as direct mailing for the Trust magazines (*Third Age Matters* and *Sources*).
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the u3a we will seek your permission and inform you as to who the information will be shared with and for what purpose.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We need to keep your information so that we can provide our services to you. In most instances information about your membership will not be stored for longer than 12 months after you have ceased to be 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 this is investigated or resolved. Where this is the case then the 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, members need to inform the u3a as to any changes to their personal information. You can do this by contacting the membership secretary at:

Email: membership@bamu3a.org.uk

BaM telephone: 07592 501648

Should you wish to view the information that the u3a holds on you, you can make this request by contacting the membership secretary – as detailed above. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

Your membership information is held on a secure database and accessed by committee members and group convenors only as appropriate.

PHOTOGRAPHS

The u3a may use photographs taken at meetings and events for publicity purposes and/or on our websites. Such photographs will not be captioned with names unless prior permission has been sought.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on the Documents page of our website at <https://u3asites.org.uk/bam> . This policy may change from time to time. If we make any material changes we will make members aware of this via the monthly information sheet and at the monthly members' meetings.

CONTACT

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact us:

Email (Chair): Chair@bamu3a.org.uk

BaM telephone: 07592 501648

Policy review date: January 2023

To be reviewed: January 2026