

# Beckenham U3A Privacy Policy

## SUMMARY

Beckenham U3A considers it is essential that all members give their consent to the collection, retention and processing of their personal data. Beckenham U3A has therefore selected the consent of members as the legal basis for doing so.

Beckenham U3A will only store, retrieve and process personal data to ensure the efficient running of the organisation and for the benefit of members.

Personal data will be processed by Beckenham U3A in order to contact members; distribute the quarterly newsletter, annual programme and other relevant information; collect and record subscriptions and any other monies; inform Group Leaders of interest shown by a member in joining a group; provide information on U3A events and groups; and make any other contact necessary for the efficient running of events and outings; and any other general uses. The data may be archived for historical and research purposes.

Beckenham U3A will not pass any data to third parties without the specific consent of the individual member.

Members will be notified before any extension of the use of the data is introduced.

All members have a right to withdraw their consent at any time. Such a request must be in writing and sent to the Membership Secretary.

### 1 Legal basis

The legal basis for Beckenham U3A to collect, process and retain private data is the consent of members.

### 2 Collection of Data

1. The only personal data collected by Beckenham U3A is that which is supplied by a member with that member's consent.
2. The data held includes the member's:
  - (a) contact details;
  - (b) personal interests or skills given on the application form;
  - (c) details of other U3As of which a member;
  - (d) any other information required to allow the member to go on trips, holidays and participate in all activities;
  - (e) any other data considered necessary for the smooth and efficient running of Beckenham U3A.

### **3 Reasons for collection of data**

1. To enable Beckenham U3A to inform members about groups, activities and events.
2. To enable Group Leaders to contact interested members.
3. To enable swift contact by Committee Members or Group Leaders should the need arise.

### **4 Use of personal data**

1. For administration, planning and management of Beckenham U3A.
2. To communicate with members about events or activities by new and existing groups.
3. To enable the smooth and speedy communication between Group members and existing or potential members, or other interested parties relating to the U3A.
4. To monitor and improve the provision of U3A activities.

### **5 Shared data**

#### **1. Externally**

- (a) Beckenham U3A will not share any personal data with non-U3A third parties without the individual member's express consent;
- (b) currently the only third party receiving such information is the distributor of *Third Age Matters* to enable members to receive this publication by the Third Age Trust which is distributed through a third party.

#### **2. Internally**

- (a) to Committee Members to enable them to fulfil their duties;
- (b) to Group Leaders to enable them to run their groups and in accordance with the U3A Insurance policy;
- (c) exceptionally, to another member to enable the smooth and efficient running of the organisation.

### **6 Retention**

1. Beckenham U3A will not retain personal data for longer than is considered necessary in all the circumstances, in order to provide services to members, save where required to do so by statutory, legal or regulatory orders.
2. Members can require the deletion of any or all personal data at any time. This will be performed as soon as is practicable, provided that the data is not required to be retained, such as for insurance claims or as directed by statute, law or regulation. (Members are reminded that this request must be in writing.)
3. Beckenham U3A may retain some data for archiving and historical research. Details of this can be obtained from the Membership Secretary.
4. All members will be informed if it should be necessary to vary this.

## **7 Updating or correction of data**

1. Each member is responsible for ensuring that her or his data is kept up to date and is correct.
2. Should Beckenham U3A discover through other channels that the data may be inaccurate (for example if advised that a member has moved), that member may be approached for clarification.
3. A member updating or correcting personal data must do so in writing and submit this:
  - (a) by email to *membershipbecku3a@gmail.com* or
  - (b) by post to the Membership Secretary, or
  - (c) by hand to any Committee member at a General Meeting.

## **8 Security**

Beckenham U3A has put in place a range of security measures to safeguard all members' personal data, including against unauthorised access, disclosure, hacking and malicious alteration.

## **9 Changes to Policy**

Beckenham U3A reserves the right to amend and/or update this policy in order to comply with any future legislation or Regulations, or to improve the efficiency and quality of the service to members.

Any material change will be notified to members by the most suitable method including in the quarterly Newsletter.

## **10 Contact**

Any Member who has a query about this policy or needs clarification should contact either the Membership Secretary or any Committee Member, where possible setting out the concern in writing.

All complaints whether about the policy itself or its implementation should set out the grounds in writing and be sent either to the Chairman or to the Membership Secretary.

## **Cookie Policy**

### **WHAT ARE COOKIES?**

A cookie is a small text file stored by a website on your computer or mobile view device to keep track of information about your browsing on a website. Cookies have various functions, for example letting you navigate between pages efficiently, remembering your preferences, and generally improving your user experience.

Some cookies are allocated to your device only for the duration of your visit to a website, and these are called 'session based' cookies. These cookies automatically expire when you close down your browser. (Another type of cookie known as 'persistent' cookies would remain on your device for a set period of time. In addition, some websites contain third party cookies, meaning cookies that are set by a third party domain. If you would like further information or you would like to know how to control or delete them, please visit [www.aboutcookies.org](http://www.aboutcookies.org))

## **CATEGORIES OF COOKIES**

We have categorised the cookies used on our website based on the ICC's UK Cookie Guide. The categories are as follows:

**Strictly Necessary Cookies** These cookies are essential in order to enable you to move around the website and use its features. Owing to these cookies being strictly necessary, we do not need to ask for your consent to use them.

**Performance Cookies** These cookies collect information about how visitors use a website, for example which pages visitors go to most often and if they experience any technical issues with the web pages. These cookies don't collect information that identifies a visitor. All information collected by these cookies is combined and therefore anonymous. In addition, some of these cookies are analytics cookies, set using third party web analytics software, which allow us to understand more about how our website is used – for example, which pages are most visited. By using our website, you are agreeing that Beckenham U3A may place these types of cookies on your device.

**Functionality Cookies** allow websites to remember choices you make (such as your username or language). The information these cookies collect cannot track your browsing activity on other websites. Beckenham U3A does not use these cookies.

**Targeting or Advertising Cookies** are usually placed by advertising networks with the permission of the website operator. They remember that you have visited a website and this information is shared with other organisations such as advertisers. Beckenham U3A does not use these cookies.

You may at any time restrict, disable or delete the cookies by adjusting your web browser settings. However, you may not be able to access some parts of the website, and some features may not function properly or be available to you. By continuing to use this site you consent that you are happy with the way we use cookies. If you are not happy, we would recommend using your browser's 'Private Browsing' mode whilst viewing this site (called 'Incognito' in Chrome, 'In Private' for Internet Explorer, 'Private Browsing' in Firefox and Safari, for example).

Policy Review Date: 1 October 2021