



Bulkington, Nuneaton & Bedworth (BNB)

The BNB U3A treats your privacy rights seriously. This 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 BNB U3A you will be asked to provide certain information. This includes:

- your name
- Home address
- email address
- telephone number
- your subscription preferences

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 on line contact forms. The lawful basis for collecting and storing your information is because of the contractual relationship that you as a member, have with the U3A. In order to inform you about the groups, activities and events that you can access as a member we need to store and process a certain amount of personal data. When you join an interest group you will also be asked to provide information about your next of kin or another person you nominate as a contact in case of emergency.

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 the BNB U3A
- To communicate with you about your group activities
- To monitor, development and improve the provision of the BNB U3A activities

We'll send you messages by email, post, other digital methods and telephone to advise you of any BNB 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 leaders – as requires to facilitate your participation in the BNB U3A activities
- Externally – with your consent for products or services such as direct mailing for the Trust magazine – Third Age Trust and Sources
- We have a statutory duty to disclose it to other legal and regulatory bodies

Where we need to share your information outside of the U3A we will seek your consent and inform you as to whom the information will be shared with and for what purpose.

How long do we keep your information?

We need to keep your information so we can provide our services to you. In most instances your membership information will not be stored for longer than 12 months. 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 the member 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 BNB U3A about any changes to their personal information. You can do this by contacting the membership secretary whose contact details are available on the BNB U3A web page. On an annual basis you will have the opportunity to update your information, as required, via the membership renewal process. Should you wish to view the information the BNB U3A holds on you, you can make this request by contacting the membership secretary. 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 information?

Your membership information is held on a spreadsheet which is kept in a secure location by the Membership Secretary only. The Membership Secretary provides information to committee members and Group Leaders – as appropriate. Information about contact details for emergency purposes is held in paper format by the Groups Leaders of any interest groups you attend. All membership and contact information is destroyed once you cease to be a member.

Availability and changes to this policy

This policy is available to see on the BNB website and the content may change from time to time. If we make any material changes we will make members aware of this via the BNB U3A Newsletter and at monthly members meetings.

Contact

If you have any queries about this policy, need it in a different format, or have any complaints about our privacy practices, please contact us at rita@bnbnuneaton.org.uk or on 024 76314884