



Boldon and District u3a
Data Protection Privacy Statement
January 2021

This Privacy Statement and any other documents referred to in it, sets out the basis on which we collect and use Personal Data about members

The Data Protection Register came into effect on 25th May 2018. As an organisation we need to have a clear Privacy statement as to what we hold on our members containing:

1. who is responsible for the personal data that we collect about you.
2. the personal data we collect about you
3. how we will use the personal data
4. who we will disclose it to for legitimate purposes
5. your rights and choices in relation to your personal data
6. disposal of personal data

For the purposes of this document u3a refers exclusively to Boldon and District u3a

1. Responsibility

The Chair supported by the committee is the **Data Controller**.

The Data Processor is the Membership Secretary

The Data Protection Officer will be a member of the committee, usually the Business Secretary.

Scope of Policy	Limited to Boldon and District U3A
Policy operational date	Monday 11 th January 2021
Date approved by	
Executive Committee	Monday 11 th January 2021.
Policy review date	To be reviewed every three years.

2.The personal data we collect about you.

Title

Forename/s

Surname

Date of Birth

Telephone Number^

Mobile number^

Address

Email address^

Post Code

Membership of other U3A

Parent U3A

Date of Joining in the current year.

Personal third-party contact details, for emergency use.

[^] one or more may be absent if you do not own same.

3. How we will use the personal data.

3.1 Data Security

Copies of the database are held by The Chair
The Business Secretary
The Treasurer
The Membership Secret

The Membership Secretary has the role of **Data Processor** and keeps the Master copy of the database plus two backup copies.

- A backup hard disc which is updated weekly
 - A removable disc which is updated monthly

The three officers of the U3A if they are not acting as membership secretary hold a single copy of the data spreadsheet but do not keep backup copies.

Should the officers lose their copy through computer failure, they can request another copy from the membership secretary.

In respect of Beacon, secondary copies are not generally required unless essential for legitimate business.

Should one of the database holders lose their copy of the database through criminal activity e.g., via computer theft or hacking they should notify the Executive Committee immediately?

3.2 Basis for use

We use your personal data for a variety of different purposes during the course of providing u3a management and services.

This is because-

- We have your **consent**
 - It is necessary to enter into or perform a **contract** we have with you.
 - Is necessary to comply with a **legal obligation**
 - It is in our **legitimate business interests** to process your personal data

See Appendix

3.3 U3A Use of Personal Data

Your data is primarily maintained to record your membership of the U3A, to facilitate the gathering of statistics and you should be aware that, on occasion to share details with Third Parties, who are working to assist the legitimate business of the U3A, for example Beacon Administrative System and the U3A Trust distribution of Third Age Matters (TAM). This accords with current General Data Protection Regulations and Information Commissioners Office Guidance.

Some information or lists may be prepared from time to time (e.g., door attendance, groups, outings, AGM agenda and relevant details) including requirements to facilitate Boldon and District U3A legitimate business.

We may communicate with you as a u3a member regarding other management information or to inform you of Boldon and District, Regional or National u3a issues and events.

You may request not to be contacted, though there are exceptions to this request.

4 Disclosure of Information (also see attached APPENDIX)

In addition to the circumstances outlined at 3 above and contained in the Appendix the following apply -

Within the U3A the membership secretary may only give basic contact information required to an event organiser or a group leader.

Your data or contact information will not be disclosed to another U3A member for any purpose unless there are special circumstances. e.g., health
No holder of a copy of the database will make personal use of the information.

5.Your rights and choices in relation to your personal data

You have certain rights in respect of your personal data. The rights only apply in certain circumstances and are subject to exemptions. (See the Appendix)

You may ask at any time to view the data we hold on you. We will use our best endeavours to forward this information to you as soon as possible and certainly within the statutory 30 days.

You may ask at any time to have your data in the data base amended to meet changing circumstances or to correct an error. We will comply as soon as practicable.

6.Disposal of Data

If you do not renew your membership or decide to resign from the u3a your person details contained in the database or Beacon system of administration in electronic or paper form will be destroyed after the recommended period. Should a database holder resign their office at any time they will be required to destroy any copies of the database they hold and inform the executive committee in writing that they have done so.

Should a database holder become incapacitated or die, and then if deemed appropriate by the executive committee, a request will be made to a close relative or their attorney, executor, or personal representative to confirm deletion of the data base.

6(1)Retention Periods

Following the AGM, the membership secretary will continue to hold the previous year's membership in both data base and paper format.

We will keep your personal data for different periods depending on the nature for which they were collected, legal obligation and /or legitimate business reason. Data retention period may be extended for the purposes any legal claim.



Boldon and District u3a
Data Protection Privacy Statement
Appendix

Ref Para 3.(1) Personal Data may be disclosed to the Third Age Trust and other parties who process data on our behalf.

Ref Para 3. (2)Personal Data may be disclosed to other Third Parties carrying out legitimate or legal obligations or roles.

Ref Para 3.(3)Under a legal duty to or disclose or share data to comply with legal obligations

Summary of Right

You have the right to

- a) Access your personal data and information about how we use it – subject to certain exemptions.
- b) Rectify or correct your personal data where it is incorrect or incomplete.
- c) Right to erasure of personal data in certain circumstances for example-
 - Where personal data is no longer necessary for the purpose for which it was collected or
 - If you withdraw your consent and there is no other legal ground for which we rely on the continued use of your personal data,(see 'd' below) or
 - If you object to the use of your personal data or
 - If your data needs to be erased to comply with a legal obligation.
- d) Right to restrict the use of personal data.
 - Where personal data is inaccurate but only for so long as to require us to verify the accuracy of your personal data.
 - The use of your personal data is unlawful.
 - The u3a no longer need personal data but the personal data is required by you to defend a legal claim
 - You have objected to the use of your personal details and we are verifying whether the grounds for use override your objection.
- e) You have the right to obtain your personal data in a structured format.
- f) You have the right to object to the use of your personal data-

- Where you have grounds relating to your personal situation and where we use your personal data for our legitimate interests (or for those of a Third Party)
- Object for marketing purposes.
- Where we make a decision based solely on automated processing for where that decision produces a legal effect or otherwise significantly affects you.

g) You have the right to withdraw consent at any time where we rely on consent to use your personal data.
 h) You have the right to complain to the relevant Data Protection Authority at I.C.O, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

i) Third Party Links

We may include links to Third Party websites, plug in and applications. This may allow Third Parties to collect data or share data about you to function better. It is recommended you check the privacy issues of any such sites

j) Who may personal data be shared with?

- Business and service providers, accountants' lawyers, and other professional advisors in carrying out business activities.
- External agencies and organisations (including the police, law enforcement, and National Health Service for purpose of complying with applicable and regulatory practice.
- For purposes of pursuing u3a learning, social and other related activity
- Share with Third Parties if we are under a duty to disclose for legal obligations.