



Braintree Area U3A Privacy Policy

SCOPE OF THE POLICY

Braintree Area U3A treats your privacy rights seriously. This privacy policy set 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 *Braintree Area U3A* you will be asked to provide certain information. This includes:

- your name;
- home address;
- e-mail address;
- telephone number;
- your subscription preferences e.g. Gift Aid.

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. This establishes a contractual relationship with Braintree Area U3A in order to communicate with you as a member.

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 our group activities and outings;
- to monitor, develop and improve the provision of our U3A activity;
- for delivery of the Trust publication 'Third Age Matters'.

We'll send you messages by e-mail, post and telephone to advise you of U3A activities.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose information about you, including personal information:

- internally – to Committee Members and Group Contacts, as required, to facilitate your participation in our U3A activities;
- externally – for services such as direct mailing for the Trust magazine 'Third Age Matters'. The magazine is distributed by a third-party processor and your information is shared with the distribution company via a secure online portal. *Should you not wish to receive the magazine please contact the Membership Secretary.*
- if we have a statutory duty to disclose it for legal and/or regulatory reasons. In this instance will seek to obtain your consent. Information would be shared without consent where there were serious safety concerns and it was felt to be in your or the U3A's best interests to disclose information.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We need to keep your information so that we can provide our services to you. Information about your membership will not be stored for longer than necessary. Financial information has to be kept for 6 years plus the current Financial Year. Also, where there are legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved.

HOW YOUR INFORMATION CAN BE UPDATED AND 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. 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 that the 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 one month of the request being made.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

Braintree Area U3A has 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. Security measures include: password protection; cloud storage; firewalls; and use of a management database system. Your membership information is held securely and accessed by Committee Members and Group Contacts, as appropriate.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available to view or download from the *Braintree Area U3A* website. This policy may change from time to time. Members will be informed via the newsletter and the monthly meetings when any material changes are made to *Braintree Area U3A's* policies and procedures.

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 any Committee Member.