



**Brightlingsea**

## **Brightlingsea u3a Data Protection and Privacy Policy**

Brightlingsea u3a requires members to provide their personal information so that you can be kept informed about events and activities that are offered as part of your membership.

In collecting your information Brightlingsea u3a will:

- Store it securely – password protected computer and database and accessed only by officers of the Brightlingsea u3a who have a legitimate interest.
- Use it to communicate with you as a u3a member.
- Share your information with group leaders/conveners for those groups that you are a member of.
- Send you general information about the Third Age Trust, the national office to which all u3as are affiliated.

Brightlingsea u3a will not:

- Share your information with third parties without your express permission. Only the names and addresses (not 'phone numbers or email addresses) of those opting to receive the *Third Age Matters* magazine are passed on to anyone outside Brightlingsea u3a (The information is sent via a secure on-line portal and is password protected). No other information is, or will be, passed on to any person or organisation outside Brightlingsea u3a without prior permission.
- Keep information that is no longer required. The retention period is 2 years after a member has left the u3a.

Brightlingsea u3a sometimes takes photos of its meetings and group activities to promote the Brightlingsea u3a. Photos are published online and in printed material. If you do not wish to have your photo published, please tell the photographer at the time and move to one side.