

Burgess Hill u3a (hereafter 'the u3a') treats your privacy rights seriously. This privacy 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 the u3a you will be asked to provide certain information. This includes:

- Name
- Home address
- Email address
- Telephone number/s
- Subscription preferences
- Emergency Contact

Additional Information for taking part in outings or holidays

- If you book to go on a holiday or outing you may be asked for additional relevant information, e.g. about mobility

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 or annual membership renewal. The information will be collected via membership forms. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

If you are going on an outing where the Group Leader needs additional information to make appropriate arrangements, you will be asked for this when you book and it will be explained to you how the additional information will be used.

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 your group activities.
- To monitor, develop and improve the provision of our u3a activities.
- Additional Information requested for outings or holidays will be used to ensure that appropriate arrangements are made for you

We'll send you messages by email, other digital methods, telephone and post to advise you of u3a activities.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose information about you, including your personal information:

- Internally - to Board members and group leaders and convenors – as required to facilitate your participation in our u3a activities.
- Externally – where we use an external membership management system and with your consent for products or services such as direct mailing for the Trust magazines (*Third Age Matters* and *Sources*), and local *NewsLink*). Where such systems are used, the Board has scrutinised the Terms and Conditions of each supplier and judged that their digital and physical systems and procedures are secure. To advise holiday or outing suppliers of any special needs.

- HMRC, if you have agreed to Gift Aid
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the u3a we will seek your permission and inform you as to who the information will be shared with and for what purpose.

PHOTOGRAPHS

Photographs may sometimes be taken of members for promotional purposes. Members will be asked whether they are willing to be photographed and their photos used for this purpose at the time the photograph is taken. Members who do not wish to be in a group photo should step out of shot. Photographs are taken of Members of the Board of Trustees so that members are aware of who they are.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We need to keep your information so that we can provide our services to you. In most instances information about your membership will not be stored for longer than 7 years for HMRC purposes regarding Gift Aid after your membership lapses. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the member/s 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 u3a as to any changes to their personal information. You can do this by contacting the Membership Secretary whose contact details are on the back of NewsLink.

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal form. Should you wish to view the information that the u3a holds on you, you can make this request by contacting the member of the Board of Trustees with special responsibility for data protection – please see the back cover of NewsLink for their contact details. 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 another individual/s 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 PERSONAL INFORMATION?

Your membership information is held on a secure database and only accessed by designated Board members and Officers.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on the Burgess Hill u3a website. This policy may change from time to time. If we make any material changes we will make members aware of this via the Third Thursday newsletter and the monthly coffee mornings.

CONTACT

If you have any queries about this policy, please contact the Membership Secretary, whose contact details can be found on the back page of NewsLink.

This policy will be reviewed annually by the Board of Trustees.