

PRIVACY POLICY

Chelmsford u3a treats your privacy rights seriously. This Privacy Policy sets out the basis on which we collect and use personal data about you.

Personal Data

In this Privacy Policy, where we use the words **personal data**, we use these words to describe information that is about you and which identifies you.

This Policy describes:

- (a) Who is responsible for the personal data that we collect about you.
- (b) The personal data we collect about you.
- (c) How we will use it.
- (d) Who we may disclose it to.
- (e) Your rights and choices in relation to your personal data.

This is to make sure you have a full picture of how we collect and use your personal data.

Who is responsible for the personal data that we collect?

We, Chelmsford u3a, are the data controller for the purposes of data protection law, in respect of your personal data collected and used by us.

What personal data do we collect?

When you express an interest in becoming a member of Chelmsford u3a, you will be asked to provide certain information. This includes:

- (a) Your name.
- (b) Your home, postal address.
- (c) Your email address.
- (d) Your telephone number.

How do we collect your data?

All the data collected is obtained directly from you. This is usually at the point of your initial registration when you fill in the membership form. The lawful basis of collecting and storing your data is to ensure that Chelmsford u3a has a legitimate reason for communicating with you as a member. We can use this data to inform you about group activities and events that you can participate in. To enable us to do this we need to store this information on our membership data base.

How do we use your personal data?

We use your personal data:

- (a) To provide information of u3a activities and services directly to you.
- (b) For administration, planning and management of your u3a
- (c) To communicate directly with you regarding group activities.
- (d) To deliver newsletters via Mailchimp, a secure online portal email
- (e) To send messages via email or newsletter to advise you of events that may be of interest to you.

Who do we share your personal data with?

We may disclose data about you,

- (a) Internally to committee members and group leaders only as required to enable you to participate in u3a activities.
- (b) Externally, 'Third Age Matters'. The magazine is distributed by a third party distributor
- (c) If we have a statutory duty to disclose information for legal or regulatory reasons. In this instance we will seek to obtain your consent. Information will be shared without consent where there were serious safety concerns and it was felt to be in your u3a's best interest to disclose information.

How long do we keep your personal data?

We need to keep your data to be able to provide our services to you. Data is kept not usually longer than two years after you have ceased to be a member. The exception to this would be if there were Financial, Legal or Insurance circumstances that require data to be held for longer whilst issues are investigated or resolved. When this is the case members will be informed as to how long the information will be held for and when it is deleted.

How your personal data can be updated or corrected?

To ensure the data we hold is accurate and up to date members need to inform Chelmsford u3a of any changes to their personal data. You can do this by contacting the Membership Secretary via email, chelmsfordu3amembership@gmail.com or by telephone, 01245 476274

If you wish to view the data that we hold on you, you can contact the Membership Secretary as above.

There may be certain circumstances where we are unable to comply with this request. This would include where the information may contain references to other individuals for legal investigation or security reasons. Otherwise we would usually respond within one month of the request being made.

How do we store your personal information?

Chelmsford u3a has in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosures, copying, use or modification. Security measures include the use of Secure software which is password protected.

Such personal data as may be required to carry out their duties will be disclosed to other Committee Members.

Availability and changes to this policy.

This policy is available from Chelmsford u3a Secretary. The policy may change from time to time in line with Policy updates. Members will be informed of any changes to Chelmsford u3a Privacy Policy and Procedures at main meetings or via our newsletter.

Contact

If you have any queries about this policy or need it in a different format or have any complaints, please contact Chelmsford u3a Secretary.

This policy was adopted on 13th May 2021