

# Chorleywood U3A Data Protection Policy Statement

## General Data Protection Regulations (GDPR)

Chorleywood U3A is required to comply with the rules of the GDPR and make clear to you what personal data we hold relating to you and how long we will retain it. A copy of this Data Protection Policy is available in full on the Chorleywood web-site.

<https://u3asites.org.uk/files/c/chorleywood/docs/cwoodu3agdpr2018-05-25.pdf>

### What personal data do we hold and why?

Chorleywood U3A holds personal data on computer which includes your name, address, email address, telephone number, group membership and subscription payment details (no bank account information). This is the minimum information we require to run the organisation and keep you informed of its activities.

### Who holds this information ?

The information is held on computer by the Membership Secretary with a back-up copy held by the Trustee (Committee Member) charged with Data Protection responsibilities.

### How long will the data be held ?

The data will be held indefinitely while you are a member of Chorleywood U3A, and for seven (7) years after you leave. The reason for the seven year delay in deleting your data is that this is the period we are required to maintain financial records by HMRC.

### What use is made of the data ?

The data is used to run Chorleywood U3A and keep its members informed of events, the benefits of being a member and planning of future events and interest groups.

1. We require your name, address, telephone number and email address (if you have one) in order to be able to contact you and keep you informed of events, planned educational visits and information relating to group activities. This includes the Chorleywood U3A Newsletter and information sent out at least monthly by the Committee. This information is collected via the membership joining and renewal form. The lawful basis for collecting and storing this information is due to the legitimate interest that Chorleywood U3A has in communicating with you as a member

2. As part of your subscription to Chorleywood U3A you are entitled to a copy of the U3A Trust magazine *U3A Matters*. To do this we need to supply your name and address to the distributors.

If you do not wish to receive a copy of the magazine, or simply do not wish us to supply your name and address to the distributors, you may ask us to remove you from the list at any time by contacting the Membership Secretary.

3. In order for Group Leaders/Co-ordinators to be able to contact group members we will supply them with a list of the group members Membership Numbers, Names, Email addresses and Telephone Numbers.

If you decide you do not wish us to supply your details to Group Leaders/Co-ordinators you will need to make other arrangements to receive information about any group in which you wish to participate.

### **Who else has access to the data ?**

The Officers and Trustees of Chorleywood U3A, where required, to carry out their duties.

Chorleywood U3A will not supply any of your personal data to any other organisation except as listed above.

### **How do I update the information held by Chorleywood U3A ?**

You may update your personal information at any time by contacting the Membership Secretary by email or letter. (email: [membership@cw-u3a.org.uk](mailto:membership@cw-u3a.org.uk)). This is essential should you change your postal or email address or your telephone contact number.

### **How do I check my data held by Chorleywood U3A ?**

You are entitled to inspect your personal data held by Chorleywood U3A and request correction if it is inaccurate free of any charge.

To do so please contact the Data Protection Officer via email ( [dataprotection@cw-u3a.org.uk](mailto:dataprotection@cw-u3a.org.uk) ) with your request, or via postal request to the Membership Secretary. A printout of your personal data will be provided within 14 days.

Any amendments can be requested via the Membership Secretary or the Data Protection Officer and will be acknowledged as soon as the update is completed.

### **How do I request my data is removed from the database ?**

You may contact the designated Data Protection Officer for Chorleywood U3A and request removal at any time. You will then be removed from the main database but details will be retained in a separate database, for financial and statutory reasons, for up to seven years. Your membership will cease with immediate effect. (email: [dataprotection@cw-u3a.org.uk](mailto:dataprotection@cw-u3a.org.uk) )

### **Photographs**

Chorleywood U3A members will often take photographs at meetings or other activities which may then be displayed on our web-site or in the Newsletter. If you do not wish your image to be seen in this way you should try to move to one side so as to be out of shot when the photo is taken.

If you do appear in a photo that you do not wish to appear on the web-site you should notify the Chorleywood U3A Webmaster (email: [webmaster@cw-u3a.org.uk](mailto:webmaster@cw-u3a.org.uk)) requesting the photo be removed.

If you are not satisfied with how we collect, treat or process your personal data, or if you believe your data has been lost or disclosed to a third party without your permission, you should initially contact the Chorleywood U3A Data Protection Officer via email ( [dataprotection@cw-u3a.org.uk](mailto:dataprotection@cw-u3a.org.uk) ) or letter who will then raise your concerns with the full Committee and Officers. If you are still not satisfied with their response you have the right to contact the Information Commissioner's Office for the UK.

(online: <https://ico.org.uk/> or tel: 0303 123 1113)