



## **CLITHEROE u3a**

Registered Charity No. 10082254

# **Privacy Policy**

Clitheroe 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. This policy should be read in tandem with the Clitheroe u3a Data Protection policy.

### **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
- Subscription preferences

### **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 or online contact 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.

### **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 Clitheroe u3a
- To communicate with you about your group activities
- Sending you details about other organisations/events which may be of interest
- To monitor, develop and improve the provision of Clitheroe u3a activities
- To support and safeguard members

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

### **WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?**

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

- Internally – to committee members and group convenors – as required to facilitate your participation in our Clitheroe 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). Where such systems are used, the committee has scrutinised the



Terms and Conditions of each supplier and judged that their digital and physical systems and procedures are secure.

- If we have a statutory duty to disclose it for other legal and regulatory reasons.

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

### **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 6 years, as required by law, after you cease to be a member. The information will be removed immediately from the Groups system.

### **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 Membership Secretary as to any changes to their personal information. (Contact details in Newsletter and on the website.)

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 Clitheroe 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 14 days** of the request being made.

### **HOW DO WE STORE YOUR PERSONAL INFORMATION?**

Committee Officers who handle considerable amounts of personal data (such as the membership secretary) shall keep all relevant files exclusively on separate external discs, or on a dedicated machine. These files shall have regular backups, and secure storage.

### **NEXT OF KIN INFORMATION**

Clitheroe u3a does not collect information on next of kin. It is strongly recommended that members ensure that they have this information on them when attending Clitheroe u3a activities either in the form of an In Case of Emergency Card (ICE) (normally available at the monthly general meeting) or via details on your mobile phone or some form of written information in purse / wallet. In the event of an emergency contact with next of kin will be via the appropriate authorities.

### **AVAILABILITY AND CHANGES TO THIS POLICY**

This policy is available on the Clitheroe 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 e-mail, post, the Annual General Meeting or the monthly members' meetings.



If you have any queries about this policy or have any complaints about our privacy process, please contact us – Email: [infoclitheroeu3a@outlook.com](mailto:infoclitheroeu3a@outlook.com)

**This policy was adopted on: 14 March 2024**

**Review date**

**Signed Clitheroe u3a Chair:**