

# Collingham and District U3A

## Privacy Policy

Collingham and District 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 become a member of the U3A you will be asked to provide certain information. This includes:

- Name.
- Home address.
- Email address.
- Telephone numbers.

### **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. 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 our U3A.
- To communicate with you about your group activities.
- To monitor, develop and improve the provision of our U3A activities.

We send you messages by email, telephone and post (if you do not use an email account) to advise you of Collingham and District U3A activities.

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

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

- Internally - to Executive Committee members and Group Leaders – as required to facilitate your participation in our U3A activities.
- Externally – via a secure portal for the direct mailing for the Trust magazines (*Third Age Matters* and *Sources*).
- 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 whom the information will be shared with and for what purpose.

### **PHOTOGRAPHS**

From time to time photographs are taken for publicity and record purposes. This can happen at Interest Group or General Meetings. Any members who do not wish to be photographed will be given an opportunity to step aside before the photograph is taken.

### **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 12 months after your membership expires. 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 Collingham and District U3A as to any changes to their personal information. You can do this by contacting:

Membership Secretary: Linda Walters    Email: [lindaaw@btinternet.com](mailto:lindaaw@btinternet.com)

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 Collingham and District 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 another individual 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 spread sheet and accessed by Executive Committee Members and Group Leaders as appropriate. When Committee Members or Group Leaders stand down from their U3A role all lists held by them will be deleted.

The Collingham and District website is not interactive and consequently it is a 'read only' site. Updates and amendments to the website can only be made by authorised persons using password control.

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

This policy is available on Collingham and District 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 website, the Bulletin, the newsletter and the monthly members' meetings.

### **CONTACT**

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact

Email: [mea.hughes@gmail.com](mailto:mea.hughes@gmail.com)

Mary Hughes, Business Secretary

The Policy will be reviewed as and when necessary.