

Cotswold Link Privacy Policy

1. Introduction

This Privacy Policy sets out the basis on which Cotswold Link (**we** or **us**) collect and use personal data about you.

2. Type of personal information we collect

We collect the following information:

- a. about u3a contacts (name, telephone number, email, u3a, position in u3a)
- b. about members registering for events (name, address, telephone number, email, u3a, membership number, special requirements)

3. How we get personal information

u3a contacts supply information on their u3a's committee. Members registering for events supply their own details.

4. How we store your personal information

The information that we hold about you is stored on the Beacon database, configured for Networks. It is a secure database and all access to it is logged. Third Age Trust Trading Limited (company number 11899419) provides the Beacon system. Whilst the system supports multiple entities within the u3a, each entity can only administer and view its own data.

5. Why we have personal information

Under data protection law, we can only use your personal data if we have a legal basis to do so. The legal basis applicable to us is that it is in our **legitimate interest** to process your personal data.

6. How your data is used

Your personal data is used for the following purposes

- a. to manage communication between Cotswold Link and members u3as.
- b. to manage events and communicate with members about events for which they have registered.
- c. to allow building, maintaining, managing, developing and improving the Beacon database and investigating system problems.

7. Who has access to your personal data

The following persons have access to your personal data:

- a. The Cotswold Link Beacon Administrator, Webmaster and Committee members through their logged access, to enable them to perform their roles.
- b. Those authorised by Third Age Trust Trading Limited occasionally need access so that they can support the Beacon system*.

*All data access for persons who are not members of Cotswold Link is subject to confidentiality agreements.

8. **How long we will keep your personal data**

Your data will be deleted:

- a. If you are a u3a committee member, when you step down from that role and your u3a contact updates us, or
- b. If you registered for an event, once the event is completed, including any follow up communication.

9. **Your data protection rights**

Under the data protection law you have the following rights

- a. **Your right of access** – you have the right to ask us for copies of your personal information.
- b. **Your right of rectification** – you have the right to ask us to rectify or complete personal information you think is inaccurate.
- c. **Your right to erasure** – you have the right to ask us to erase your personal information in certain circumstances.
- d. **Your right to restriction of processing** – you have the right to ask us to restrict the processing of your personal information in certain circumstances.
- e. **Your right to object to processing** – you have the right to ask us to object to the processing of your personal information in certain circumstances
- f. **Your right to data portability** - you have the right to ask that we transfer the personal information you gave us to another organisation, or you, in certain circumstances.

You can exercise your rights by contacting the Secretary, who will reply within a calendar month.

Agreed by committee: April 2022