

Coventry U3A – Data Protection Statement

Coventry U3A is a membership charity. In accepting membership applications Coventry U3A has a **legitimate interest** in requesting and processing personal information from those who wish to join. In addition, Coventry U3A has a **legitimate interest** in communicating with existing members. A **legitimate interest assessment** has been undertaken and is on file in the U3A committee minutes. (A copy can be obtained from either the chair or the secretary). The legitimate interest assessment will be reviewed every two years.

(GDPR definition – PERSONAL DATA- Information about a living individual which is capable of identifying that individual)

1. Coventry U3A stores on computer and in paper form the personal data of individual members in the following categories:
 - a. Name
 - b. Address
 - c. Telephone number
 - d. E mail address
 - e. Gift Aid status
 - f. Date of birth (if given)
 - g. Date of joining Coventry U3A

This information is held to enable us to administer membership records and to maintain our own accounts and records. It will not be shared with any other organisation except for:

- a. Name and address (when required) for the purpose of the distribution of 'Third Age Matters' magazine issued to members by the Third Age Trust. (Your consent is required).
 - b. HMRC for Gift Aid claim purposes (a Gift Aid form is completed).
2. The following members of the Coventry U3A Committee may have access to the data for administrative purposes only (the Committee acts as Data Controller):-
 - a. Chair
 - b. Secretary
 - c. Membership Secretary
 - d. Treasurer
 - e. Groups' Coordinator
 - f. Assistant treasurer
 - g. Almoner

Other committee members may have access to personal data on a strictly need to know basis.

3. Group leaders will be given contact information for the members of their group only and this can only be used for U3A activities.
4. Gift Aid personal data (name and address only) will be kept for seven years to comply with HMRC requirements, even if individuals cease to be members of the Coventry U3A.
5. Personal data not required for HMRC purposes will be removed when an individual's membership expires – the revision will be made no greater than 6 months after the final date for membership renewal, 31st March each year.
6. Coventry U3A will not share an individual's personal data with other members. Your personal data is regarded as strictly confidential.

Coventry U3A will update your personal data information on request from you and, further, seek your permission to continue to hold that data when your membership is renewed (31st March each year).

Please help us ensure that your personal data is current and inform us promptly of any changes.

Reviewed 08 January 2020

Next review due January 2022