

Crickhowell U3A

General Data Protection Regulations (GDPR) – Privacy Policy & Procedures

An Overview of how we use your information

1. New Regulations

On the 25th May 2018, new General Data Protection Regulations (GDPR) come into force which govern the way we store and use information we hold about you.

This is a major change applicable to all organisations that hold individuals' personal information and you will no doubt have received similar notifications from other organisations you currently have dealings with.

Under the new regulations, it is acceptable under certain circumstances, to hold and process personal information due to the contractual relationship that the U3A has with individual members. This means that we may hold and process this information, as long as there is a legitimate reason for us to do so, it has been provided directly by you and we are transparent on how we hold and use it.

This document constitutes the Crickhowell U3A Privacy Policy and Procedures, and it sets out the type of information we hold about you, how we protect it and how we use it.

2. Who we are

For the purposes of clarity, any reference to "we" refers to "Crickhowell U3A", who is the "data controller" for the purposes of the information set out in this document. This means that we are responsible for the way we store and use your information.

3. Information we hold about you and why

The only information we hold about you is information you have provided to us, usually at the point of your initial registration.

We may disclose information about you

- Internally – to committee members, their IT support and group leaders as required to facilitate your participation in our U3A activities
- Externally – with your consent for services such as direct mailing for the U3A Trust magazine.

We will never disclose your information to any other person or organisation without your written permission, unless we are required to do so by law and a failure on our part to disclose it constitutes a breach of any law prevailing at the time.

You are responsible for making sure that the information you provided to us is accurate and up to date and, also, that you notify us promptly if it changes. You can do this by contacting the membership secretary by email to admin@cricku3a.org or by post to

The U3A Membership Secretary – Gerda Fewster
4 Pontfaen, Llanbedr,
Crickhowell, NP8 1SJ

The information we hold about you and its purpose is as follows

Information	Purpose
<ul style="list-style-type: none">Name and home address	To communicate with you about U3A activities if you do not use email.
<ul style="list-style-type: none">email address and telephone number	To communicate with you about U3A activities
<ul style="list-style-type: none">any disability	To enable us to offer you help to access U3A activities

If, in the course of your relationship with us, you have provided or are required to provide personal information to U3A, this should be protected by U3A's own obligation to comply with the new General Data Protection Regulations.

4. How long we will keep your information

We will not keep your information for longer than we need to. In most instances, were you to leave Crickhowell U3A, we would not store your information for longer than 12 months.

5. How we store your information and who has access to it

We are committed to ensuring that your information is secure with us. The information we hold about you will be stored on the Crickhowell U3A database.

6. Periodic Audits

We will undertake annual audits to confirm that the procedures and controls set out in this document are complied with.

7. Your rights

You have a number of legal rights to control what we do with your information. For example:

- a. You can ask us to tell you what information we have about you and obtain a copy;
- b. You can ask us to correct or update any information that is wrong;
- c. You can make a complaint. We are confident that we will be able to resolve any complaints to your satisfaction.

8. What you have to do

If you are happy with the contents of this document, you do not need to do anything.

If, however, there are any specific areas you are not happy with or you require further clarification on, please refer to our website <https://u3asites.org.uk/crickhowell/home/welcome>

If you should need this information in an alternative format, please contact us by post to:

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Date 22 May 2018