



# Direct Mail Update

## Window 3 (2020) - notification: 3rd August to 14th August

To ensure compliance with **GDPR** (General Data Protection Regulation), **you must submit your addresses through a secure online portal** at [u3a.dmp-online.co.uk](https://u3a.dmp-online.co.uk) rather than sending them by email.

**Instructions** are provided below. You can also [watch a video](#) demonstrating the process.

Please **do not send your database by email** as it will not be received. The only way to submit your database is through the secure online portal.

Databases are requested on behalf of the Third Age Trust Trading Limited (Company number 11899419).

If you have any issues with the portal, please ensure you are using the **latest version of your web browser**. If that does not resolve your problem, please

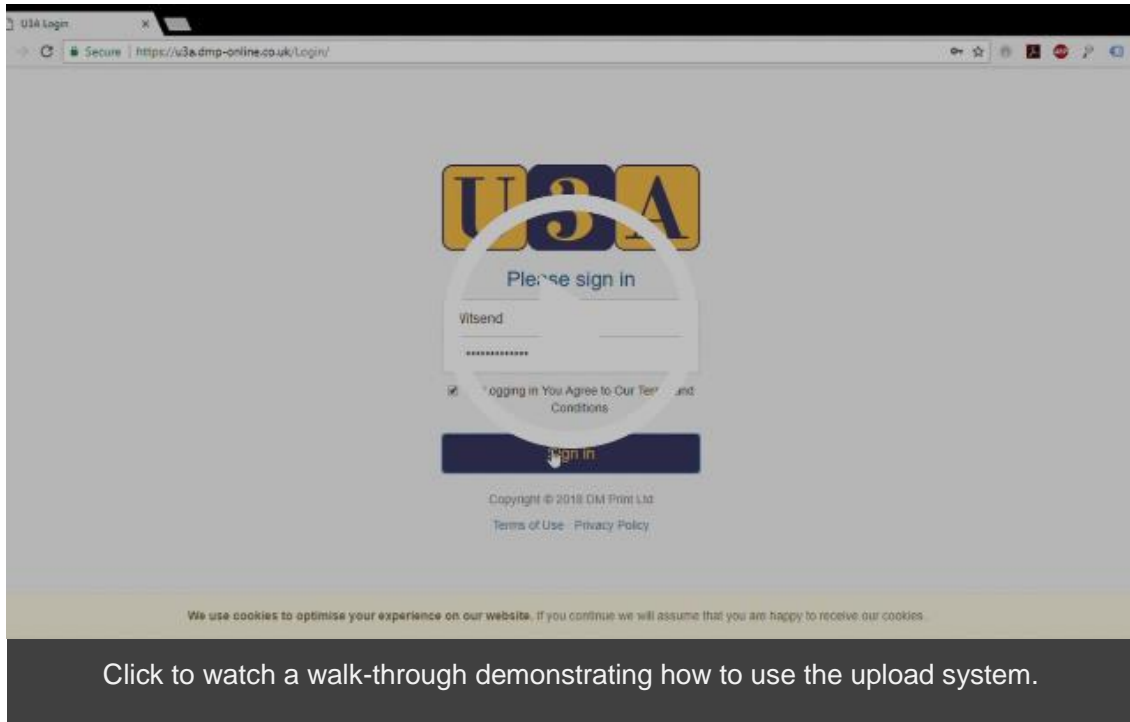
*Your submission should be in the format of [this Excel spreadsheet template](#) (NB: Initial or Forename can be used, and not all Address fields need to be filled in).*

## INSTRUCTIONS

- Go to the website <https://u3a.dmp-online.co.uk>
- Select your U3A from the drop down list (it is quicker to start typing it in the box)
- Enter the password: **U3Auploadmydata!**
- Check the tickbox for the T&Cs
- Click 'sign in'
- On the next screen either drag and drop your file into the box, or browse for it
- If your database is password-protected, check the box to reveal the password field
- Enter your name and email address (and database password if applicable)
- Click 'submit'
- You will receive an email to say it has been received
- That's it!

**Password: U3Auploadmydata!**

*NB - the password only allows the upload of data to the system. You cannot use the password to access or download any data from the system.*



The publication date of next *Third Age Matters* is **September 14th 2020**. Copies sent out by direct mail should be mailed out during the 2 weeks following publication date.

If you have any other queries please email [database@u3a.org.uk](mailto:database@u3a.org.uk)

## **2020-21 submission windows:**

**Issue 4 - November 2020** - 28th September to 9th October

**Issue 5 - February 2021** - TBC

If you need to forward this email you can do that via this link: <http://us9.forward-to-friend.com/forward?u=636ad59628370ce9e2731d1ed&id=5be77eb23e&e=47f9518d4e>



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