

The Deepings u3a Privacy Policy

Reg Charity 1166782



1. Introduction

The Deepings u3a treats your privacy rights seriously. This Privacy Policy sets out the basis on which we collect and use personal data about you. Personal data describes information that is about you and which identifies you.

This policy describes

- who is responsible for the personal data that we collect about you
- the personal data we collect about you
- how we will use it
- who we may disclose it to
- how long we will keep your personal data
- your rights and choices in relation to your personal data.

2. Who is responsible for the personal data that we collect?

The Deepings u3a Committee has joint responsibility as the data controller for the purposes of data protection law, in respect of your personal data collected and used by us.

3. What personal data do we collect about you?

We collect and use personal data about you for the purpose of communicating with you as a member of The Deepings u3a. We collect the following personal data in the course of communications between you and us (including phone, email, application form or any system which we provide to you using websites or applications):

- Name
- Home address
- Email address
- Telephone number
- Subscription preferences
- Gift Aid Information
- Emergency contact details are held by group leaders of each of your groups – see Legitimate Interest Assessment.

4. How do we use your personal data?

We use your personal data for a variety of purposes during the course of us providing services to you. For each purpose, we can only use your personal data if we have a legal basis to do so.

Under the UK General Data Protection Regulation (UK GDPR), we have to have a legal basis to process your personal data. This may be because we have your **consent**, or it is necessary to enter into or perform a **contract** we have with you, or it is necessary to comply with a **legal obligation** or it is in our **legitimate interest** to process your personal data.

The Deepings u3a has adopted **legitimate interest** as the lawful basis for processing your personal data. Legitimate Interest Assessment Forms have been completed for Membership and In Case of Emergency Numbers.

We request your **consent** to use your personal data when you set up your annual membership. You have the right to withdraw consent at any time.

We have a **legitimate interest** to use your personal data to set up and manage your membership, administer our u3a, communicate with you about our activities, communicate with you about the Trust, deliver Trust publication, enforce or apply any agreements concerning you and manage any issues and enquiries.

We do not use your personal data to make any automated decisions that might affect you.

5. Who may we share your personal data with ?

We may share your personal data with The Third Age Trust, Third Age Trust Trading Limited and our service providers.

We may disclose your data to other third parties, if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our agreements concerning you.

6. How long will we keep your personal data?

Your information is securely stored.

We will keep your personal data for different periods depending on the nature of the information, the purpose for which it was collected and any legal obligation to retain.

We keep your gift aid data for 6 years after your last payment. We will then dispose of your information by shredding the form and deleting the information from all electronic storage.

We keep your membership data for 12 months after your membership expires. We will then dispose of your information by shredding the form and deleting the information from all electronic storage.

We may retain photographs for longer periods as a photographic history.

Committee members and Group Leaders delete or return all data when relinquishing their roles.

7. Your rights and choices in relation to personal data

Under data protection law, you have rights including

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

You have the right to **withdraw consent** at any time where we rely on consent to use your personal data.

You have the right to **complain**. If you have any concerns, you can complain to us. You can also complain to the Information Commissioner's Office.

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113
ICO website: <https://www.ico.org.uk>

8. Changes to our privacy policy

The Privacy Policy is available to all members via The Deepings u3a website. The policy may be changed and members will be informed via the newsletter and monthly meetings.

9. Queries on this policy or use of personal data

If you have any questions regarding this Privacy Policy or the way we may use your personal data, please contact the Chair.

10. Adoption and Review

This Policy was adopted: January 2023

Policy review date: January 2024