

## Dronfield and District U3A

### Privacy Policy Version 2.1

This document is available on the [Policies page](#) of the DDU3A website.

Document owner: Membership Secretary

Date Approved: 27 May 2019

Next Review Date: January 2020

Document checked by: Documents Coordinator

Document History		
Date	Version Number	Summary of Changes
27 May 2019	2.1	Membership Secretary's personal address removed. Phone number updated.
Feb 2019	2	Re-written to dovetail with new Personal Data Management Policy
14 Mar 2018	1.2	Wording of PayPal statement simplified. Section 9 (Availability and Changes to this Policy) and Section 10 (Contact) moved to Section 1 (Introduction)
13 Mar 2018	1.1	PayPal statement added to Section 5
28 Feb 2018	1	New policy approved

## 1. Background and objectives

- 1.1. Dronfield and District U3A (hereafter 'DDU3A') treats members' privacy rights seriously. This policy sets out how 'personal information' is dealt with: that is, information that could identify, or is related to the identity of, an individual.
- 1.2. If any material changes are made to this policy, members will be made aware of these by email and through announcements both in the Newsletter and at monthly General Meetings.
- 1.3. Please direct any questions about this policy, any complaints about our privacy practices or requests for the policy in an alternative format to the Membership Secretary:  
Email: [ddu3amembershipsecretary@gmail.com](mailto:ddu3amembershipsecretary@gmail.com)  
Telephone : 01246 900201

## 2. What personal information do we collect?

When members join the DDU3A they are asked to provide the information specified below:

- 2.1. Name and home address (including whether this address is shared with another member).
- 2.2. Email address.
- 2.3. Home telephone and mobile numbers.
- 2.4. Emergency Contact Information (usually next of kin). This is for use in the event of an accident or incident only and is collected on the basis that it is provided with the consent of the named emergency contact.

2.5. Consent to use images of the member on DDU3A's own and the Third Age Trust's websites and printed publications.

In addition, the U3A keeps a list of the Groups to which members belong and a history of payments made by members, and the methods of payment. This history includes details of annual membership subscriptions, payments for trips and visits and, in some case, payments for memberships of specific groups.

### **3. How is this personal information collected?**

All the information collected is obtained from members themselves, using printed or online application forms. Members are also asked to provide consent for DDU3A to store and use their data. Consent is required in order to ensure compliance with data protection legislation.

### **4. How is personal information used?**

All personal information is stored securely and used:

- 4.1. To provide our services and activities to members.
- 4.2. To send members general information about the Third Age Trust, the national organisation to which all U3As are affiliated, and about the regional U3A network.
- 4.3. To send members messages by email, other digital methods, telephone and post to advise them of DDU3A activities.

### **5. Sharing of personal information (See also Personal Data Management Policy)**

Information about members, including relevant parts of their personal information, is shared on a need-to-know basis in accordance with these rules:

- 5.1. Internally - to some Committee Members, Group Coordinators, the Newsletter Editor and Systems Administrators – as required to facilitate DDU3A members' participation in our DDU3A activities.
- 5.2. Externally – where an external membership management system is used for products or services such as direct mailing for the Third Age Trust's magazines (Third Age Matters). This requires each member's individual consent. Members' data will not be shared with Third Party organisations.
- 5.3. Externally - with PayPal, if using our online services to pay their membership fees, either when joining or when renewing.
- 5.4. Where a member's personal and/or emergency contact information needs to be shared outside of the DDU3A the member's permission will be sought and a full explanation provided, in accordance with our duty of care.
- 5.5. Members may choose to have their personal information hidden from Group Coordinators. The information that can be hidden includes postal and email addresses, home and mobile telephone numbers but not emergency contact data.
- 5.6. Personal information cannot be hidden from DDU3A members who have authorised access to the full membership database to perform their roles within the U3A (eg some Committee

Members, the Newsletter Editor, Trips and Visits Coordinators and Systems Administrators).

5.7. Any member wishing to hide their personal information should contact the Membership Secretary (see paragraph 1.3).

## **6. How long is personal information kept?**

In most instances the information will be stored for 7 years for accounting and financial purposes. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst an issue is investigated or resolved. Where this is the case then the member/s will be informed as to how long the information will be held for and when it is deleted.

## **7. How information can be updated or corrected**

To ensure the personal information we hold is accurate and up to date, members are required to inform the U3A of any changes to their personal information or circumstances.

7.1. Information can be updated at any time by:

7.1.1. Either by contacting the Membership Secretary (see paragraph 1.3)

7.1.2. Or by members updating the information themselves online via the Members' Portal. For information about the Portal see the Members page on the website.

7.2. For joint memberships, any changes made to an address or landline telephone number are automatically applied to both members' details. If this is not the desired outcome members are advised not to use the Portal but to contact the Membership Secretary instead.

7.3. On an annual basis, as part of the renewals process, members are asked to check that their information is correct.

7.4. Members can, at any time, request to see the information that DDU3A holds about them by contacting the Membership Secretary (see paragraph 1.3). There may be certain circumstances where we are not able to comply with such requests. This would include where the information may contain references to other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of a request being made.

## **8. How is personal information stored and secured?**

8.1. Personal data is protected by keeping it within a secure computer system ("Beacon") centrally managed by the Third Age Trust nationally. Access to this system is restricted to specifically authorised officers and post-holders of DDU3A, to members of the Third Age Trust's Beacon Support Team and to employees of companies contracted by the Third Age Trust to support the Beacon system.

8.2. In addition, all DDU3A members are made aware of and are expected to comply with DDU3A's Personal Data Management Policy. This provides general guidance for all members and specific guidance for officers and post-holders, on their personal responsibilities for safeguarding members' personal data.

8.3. Similarly, members of the Third Age Trust's Beacon Support Team and employees of external companies who have access to Beacon are required to sign confidentiality agreements indicating their acceptance of their legal responsibility to maintain the confidentiality of the data to which they have access.