



Registered Charity 1164244



THE UNIVERSITY OF THE THIRD AGE

## DATA PROTECTION & PRIVACY POLICY 2018

(Compliance with General Data Protection Regulation)

**Dulwich & District U3A** (D&D U3A) treats your privacy rights seriously. This privacy policy sets out how we deal with your personal information i.e. information which could identify, or is related to the identity, of an individual.

### WHAT PERSONAL INFORMATION DO WE HOLD?

When you become a member of the U3A you will be asked to provide information on the Membership Form including: your name, home address, email address, telephone numbers, interests and skills, and Gift Aid declaration (if you have chosen to complete it).

### HOW DO WE USE YOUR PERSONAL INFORMATION?

- To communicate with you by email, post, and telephone, to advise you of U3A activities.
- To provide U3A services to you.
- We will not give any of your personal details to outside third parties for their own use.
- We do not store any bank details.

### WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may share information about you:

- Internally: To committee members and Group Convenors, in order to facilitate your participation in U3A activities.
- Externally: To organisations which are responsible for U3A direct mailing. e.g. Third Age Trust magazines (*Third Age Matters* and *Sources*) and D&D Programmes. Where such organisations are used we ensure that they are GDPR (General Data Protection Regulation) compliant and that their procedures are secure.
- Externally: With HMRC, for the purpose of claiming Gift Aid.

### HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

In most instances information about your membership will be deleted when membership ceases.

The exceptions to this are instances where there may be legal (e.g. Gift Aid) or insurance circumstances that require information to be held for longer.

### HOW DO WE STORE YOUR PERSONAL INFORMATION?

Your personal details are stored on a spreadsheet held on a secure server which is only accessible to three named committee members (Secretary, Treasurer, Membership Secretary).

### GROUP CONVENERS

Group Conveners hold contact details of their members for administrative and communication purposes. This will only be shared with the rest of the group with their members' permission. Members can withdraw their names from any such list on request to the Group Convener.

### HOW CAN YOUR INFORMATION CAN BE UPDATED OR CORRECTED?

To ensure the information we hold is accurate and up to date, members should inform the U3A of any changes to their personal information. Should you wish to view the information which the U3A holds on you, or if you have any queries about this policy, please contact the Membership Secretary at:

[membership@dulwich-u3a.uk](mailto:membership@dulwich-u3a.uk) or telephone: 0843 8860 980. You will normally receive a reply within 14 days.

### AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on the D&D U3A website and printed copies can be obtained from the Membership Secretary. The policy will be reviewed on a regular basis.

### Committee of Dulwich & District U3A

June 2018