

Exe Valley U3A Privacy Policy

Exe Valley U3A treats your privacy rights seriously. This privacy policy sets out how we will deal with your personal information, that is, information that could identify you, or is related to your identity.

What personal information do we collect?

When you express an interest in becoming a member of the U3A you will be asked to provide certain information. This includes:

- Name.
- Home address.
- Email address.
- Telephone number.
- Subscription preferences.
- Membership of other U3As
- Form for collection of gift aid. (Optional)
- Emergency contact details (optional)
- Members interests (optional)
- Members' skills (optional)

How do we collect this personal information?

All information is obtained directly from you. The information will be collected via membership forms or online contact forms. The 'lawful basis' for collecting this information is the implicit 'contract' created by a member paying a membership fee in return for member services.

How do we use your personal information?

We will only ever use your information to provide you with membership benefits. We use your personal information

- To provide our U3A activities and services to you.
- For administration, planning and management of our U3A.
- To communicate with you about your group activities.
- To monitor, develop and improve the provisions of our U3A.

We will send you messages by e mail, other digital methods, telephone and post to advise you of U3A activities.

What will we not do with your data?

We will never sell your data nor disclose it to a third party except to provide you with membership services. We will not publish your contact details in any internal or external publication without first getting your agreement.

Who do we share your personal information with?

- Internally - to committee members and group leaders, as required to facilitate your participation in our U3A activities.
- Externally – for example the printers for direct mailing for the Trust magazines (Third Age Matters) and when we use Beacon, an external membership management system. Where we use third parties, the committee will ensure each supplier is GDPR compliant and that their digital and physical systems and procedures are secure.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

How long do we keep your personal information?

We need to keep your information so that we can provide our services to you. In most instances information about your membership will not be stored for more than 6months beyond the membership year The exceptions to this is Gift Aid data which is required to be kept for 6 years and limited data (mainly names, dates and photographs) for historical records.

In the unlikely event there are statutory, legal or insurance circumstances that require information to be held for longer, member/s will be informed as to how long the information will be held for and when it is deleted.

How your information can be updated or corrected.

To ensure the information we hold is accurate and up to date, members need to inform the U3A as to any changes to their personal information. You can do this by contacting the membership secretary at any time by e mail, post or telephone.

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal form. Should you wish to view the information that the U3A holds on you, you can make this request by contacting the membership secretary as above. There may be certain circumstances where we are not able to comply with this request. This would include where information may contain references to other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being received.

How do we store your personal information?

Your membership information will be held on an external management system (Beacon) and accessed by committee members and group leaders— as appropriate. This system has in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorized access, disclosure, copying, use or modification. All data is password protected and the Beacon system is encrypted. Group leaders may hold a separate copy of their own group members' personal data but they are not allowed to share this information with anybody else.

What about photographs?

Photographs are sometimes taken at U3A events for potential use in newsletters or for other promotional purposes. You will always be asked to move out of sight if you do not wish to be included in such photographs.

Availability and changes to this policy.

This policy is available on the Exe Valley U3A website. The policy may change from time to time. If we make any material changes we will make members aware of this via the newsletter.

If you have any queries, problems or requests in respect of how we collect and handle your data, please contact the Secretary or Membership Secretary.

Reviewed June 2023