



Beacon

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Scope of the Policy

The Beacon Team treats your privacy rights very seriously. This Privacy Policy sets out how we will deal with your “personal information”, that is, information that could identify, or is related to the identify of, an individual. This policy applies to Beacon Team members, Third Age Trust staff, Beacon contractors and Beacon Client U3A contacts. This policy is effective 08 May 2018.

The personal information we collect

The personal information we hold about you is limited to your contact details, such as your name, telephone number, mobile number, and email address, and the name of your U3A or Company. We may also hold your business address but not your personal address. We get this information from you only; for example: when you complete forms, when you email us and your personal dealings with us, including telephone or video conversations.

How we use your personal information



We may use your personal information:

- To keep you informed about Third Age Trust and Beacon Team processes, documentation and activities,
- To contact you for administration, planning or management of the Beacon Team,
- To facilitate the delivery of the Beacon Service to your U3A,
- To monitor, develop and improve our services to U3As.

We'll send you messages by email or other digital methods and occasionally may contact you by telephone to discuss Beacon Team business.

Who we share your personal information with

We may disclose information about you, including your personal information:

- Within the Beacon Team to facilitate your participation/contribution as a member of the Beacon Team or contractors' staff; or to facilitate the provision of the Beacon Service to your U3A;
- To the Third Age Trust when it's required for their administration or to provide a service to you;
- Or if we have a statutory duty to disclose it for other legal and regulatory reasons.

How long we keep information

We need to keep Beacon Team members' information so that we can facilitate your participation/contribution as a volunteer and so that we have a record of your access to Beacon Data, for example. We need to keep your personal information and information about your data access for 2 years after you cease to be a Member of the Beacon Team. We need to keep client U3A point of contact information only so long as that person remains in post. We may also need to keep it for longer for other legal and regulatory reasons. Subject to this, we will destroy, erase, or anonymise your personal information when it is no longer needed.

How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, you need to tell us as soon as possible if any of the information you have provided to us has changed, (as required by the Volunteer Policy or by virtue of your Beacon contract). From time to time, we may also ask you to confirm that your details are up to date. We will update our records as soon as possible to ensure we can continue to administer you and manage your participation. If you want a copy of the personal information we hold about you, you can contact us at admin@u3abeacon.org.uk. There may be situations where we may not action your request, including where the provision of access would be too costly, the information may contain references to other individuals or for legal, investigative, security or other reasons. Otherwise we will usually respond within 14 days of your request and provide you with a copy of your personal information in a commonly used format.

Protecting your information

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification, regardless of the format in which it is held. The way we do this depends on the sensitivity of the information and the format in which it is contained. Security measures include technological measures such as Secure Socket Layer (SSL) encryption, which creates a secure connection with your browser when you register and login into our online services, physical measures like restricted access to physical documentation and strategic measures such as registers of levels of access and limiting access to a “need-to-know” basis. You acknowledge that no data transmission over the internet or the telephone can be guaranteed to be perfectly secure. Any personal information you submit to us or access electronically or over the telephone is done at your own risk. We do not guarantee or warrant the security of information transmitted in these ways. You should also take care not to give any security credentials we provide you or you choose (such as a password)

to anyone else. We will never ask you for your full security credentials. If you are unsure, please end the session and contact us at admin@u3abeacon.org.uk.

Availability and changes to this Policy

This Policy is available on the website. We may change this Policy from time to time. If we make any material changes we will notify you by email or by means of a notice on the website prior to the change becoming effective. We encourage you to periodically review this page for the latest information on our privacy practices.

Contact

If you have any queries about this Privacy Policy, need this in an alternative format, please contact us at admin@u3abeacon.org.uk. If you have any complaints about our privacy practices, please contact the [National Office of the Third Age Trust](#).



U3A Office

The Third Age Trust
156 Blackfriars Road
London
SE1 8EN

 Phone Line IS OPEN



020 8466 6139

Mon to Fri 09.30 to 16.30

Useful Links

[Contact Us](#)

[Committee Update Form](#)

[Keep in Touch links](#)

[Let's Talk Tech Website](#)

[Third Age Matters Magazine](#)

[Member Login](#)

[My Account](#)

[Document Bookmarks](#)

About u3a

[Brand Guidelines](#)

[Press Office](#)

[u3a Networks](#)

[Regional u3a Websites](#)

[Board of Directors](#)

[Third Age Trust Privacy Policy](#)

[Third Age Trust Trading Limited Privacy Policy](#)

[Queen Elizabeth II Book of Condolences](#)



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Website & template development by [Sarah Hayes](#)

