

Garforth, Kippax and District U3A Privacy Policy

Garforth, Kippax and District U3A (hereafter 'our 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, or is related to the identity of, an individual.

What personal information do we collect?

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

- Name
- Postal address
- Email address
- Telephone numbers
- Gift Aid entitlement
- Membership of other U3A 's
- Emergency contact number
- Next of Kin details

How do we collect this personal information?

All the information collected is obtained directly from you. This is usually at the point of your initial registration. The information will be collected via membership forms or online contact forms.

The lawful basis for collecting and storing your information is due to the legitimate interest relationship that you, as a member, have with our U3A. In order to inform you about the groups, activities and events that you can access as a member we need to store and process a certain amount of personal data.

How do we use your personal information?

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 provision of our U3A activities.

We will send you messages by email, other digital methods, telephone or post to advise you of U3A activities.

Who do we share your personal information with?

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

- Internally: to committee members and group convenors as required to facilitate your participation in our U3A activities.
- Externally: with your consent for products or services such as direct mailing for the Trust magazines (Third Age Matters and Sources).
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of our U3A we will seek your permission and inform you as to who the information will be shared with and for what purpose.

How long do we keep your personal information?

We need to keep your information so that we can provide our services to you. The information about your membership will be stored while you are a member of our U3A and for one year after your membership has lapsed. For those members who allow our U3A to claim Gift Aid your information will be held for seven years, as is legally required.

The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this 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.

How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, members need to inform our U3A as to any changes to their personal information. You can do this by contacting the Data Protection Officer at any time:

Should you wish to view the information that our U3A holds on you, you can make this request by contacting the Data Protection Officer. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to another individual or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

How to alter your consent for your data to be used

Should you wish for all or part of your data not to be used for specific purposes for which you have already provided consent you can do this by contacting the Data Protection Officer at any time.

How do we store your personal information?

Your membership information is retained on your application form and held on a database to be accessed by committee members and group convenors as appropriate.

Online activity information (to the extent that it constitutes personal data):

Technical information, can be collected through your internet browser or electronic device:

- Certain information is collected by most websites or automatically through your electronic device, such as your IP address (i.e. your computer's address on the internet), screen resolution, operating system type (Windows or Mac) and version, internet browser type and version, electronic device manufacturer and model, language, time of the visit and pages visited.
- when you provide personal data via our Website.
- via our social media page on Facebook.

Availability and changes to this policy

This policy is available on Garforth, Kippax and District U3A web site at [**https://u3asites.org.uk/garforth-kippax**](https://u3asites.org.uk/garforth-kippax). This policy may change from time to time. If we make any material changes, we will make members aware of this via a personal email, post if you have no email address or the monthly meetings as appropriate.

Contact

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact the Data Protection Officer:

Email: pennybrightenu3a@outlook.com or in person at a Monthly Meeting.

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