

PRIVACY POLICY

u3a Gosport 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.

1. What personal information do we collect?

When you express an interest in becoming a member of u3a Gosport you will be asked to provide certain information. This includes:

- i. Your name
- ii. Home address
- iii. Email address (if applicable)
- iv. Telephone number(s) landline and/or mobile number
- v. Gift Aid eligibility

2. How & why do we collect your personal information?

- i. 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 contractual relationship that you, as a member, have with u3a Gosport.
- ii. 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.
- iii. Group Leaders may collect some additional information for health and safety reasons.

3. How do we use your personal information?

We use your personal information to send messages by email, post, other digital methods or phone:

- i. To provide our u3a activities and services to you
- ii. For administration, planning and management of our u3a
- iii. To communicate with you about your group activities
- iv. To monitor, develop and improve the provision of our u3a activity

4. Who do we share your personal information with?

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

- i. Internally – to specified Committee Members and Group Leaders – but only on a need-to-know basis and as required to facilitate your participation in our u3a activities.
- ii. Externally – with your consent for products or services, such as direct mailing for the Trust magazines – Third Age Matters
- iii. If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of u3a Gosport, we will seek your consent and inform you as to who the information will be shared with and for what purpose.

5. How long do we keep your personal information?

- i. We need to keep your information so that we can provide our services to you as long as you are a member of u3a Gosport.
- ii. Members' personal information will be kept on our secure database for as long as it is required for business, legal and insurance purposes. In most cases information held on members who formally resign will be deleted at the end of the financial year. Information held on lapsed members will be deleted after one year. HMRC requires that Gift Aid Declarations are kept for 7 years.
- iii. Group Leaders may make working copies of some contact details in order to carry out their roles. They will destroy or delete these details when they are no longer needed.

- iv. Information may be stored for longer whilst issues are investigated or resolved in legal or insurance circumstances. Where this is the case members will be informed as to how long the information will be held and when it is deleted.

6. How can your information be updated or corrected?

To ensure the information we hold is accurate and up to date, members need to inform the u3a about any changes to their personal information.

- i. You can do this by contacting the Membership Secretary by email or telephone – contact details are on the annual member leaflet, the monthly News Updates and the website.
- ii. On an annual basis you will be reminded to update your information, as required, during the membership renewal process.
- iii. Should you wish to view the information that u3a Gosport holds about you, a request should be made to the Membership Secretary. 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 other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

7. How do we store your personal information?

- i. Your membership information is held on the secure u3a Beacon Database which has been designed for u3as and is supported by the national organisation.
- ii. Strict protocols have been put in place to allow Committee Members and Group Leaders privileged access to the relevant data which is appropriate for their role.
- iii. Beacon has a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use or modification.
- iv. Beacon removes the need for members' personal data to be transferred electronically within u3a Gosport but for external transfer eg Gift Aid to HMRC members' data will be encrypted.
- v. Members who register for privileged access to Beacon sign an agreement to protect your Privacy and to ensure full compliance with General Data Protection Regulations GDPR
- vi. Members are expected to have virus protection on their computers or other devices before access to the Beacon Database. Public computers should not be used.
- vii. Members are reminded to delete, destroy and remove all copies of personal contact details when they no longer need access to them.

8. Availability and changes to this policy.

- i. This policy is available on our website, or a copy can be requested from the Secretary.
- ii. The policy may change from time to time.
- iii. If we make any material changes, we will make members aware of this via the monthly News Update, at the General Meetings and on our website.

9. 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 Membership Secretary by email at membsec@gosportu3a.org.uk or by the telephone number on the News Update.

Signed Date

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