

In the unlikely event that we need to share your information outside of the U3A we will seek your consent 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. In most instances information about your membership will not be stored when you cease to be a member for more than 3 months. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved. Where this is the case 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, member's need to inform U3A Guernsey of any changes to their personal information. You can do this by contacting the Membership Secretary by writing or by email at the address shown below.

Membership Secretary, Lynden Lodge, Saline Road, St Sampson, GY2 4FH

Email: [u3aguernsey.membership@gmail.com](mailto:u3aguernsey.membership@gmail.com) Tel 07781 193333

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal process. Should you wish to view the information that the U3A holds on you, you can make this request by contacting the U3A Guernsey Data Protection Officer at [u3aguernsey.dpo@gmail.com](mailto:u3aguernsey.dpo@gmail.com) 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.

### How do we store your personal information?

Your information is held on Beacon or held on a database/spreadsheet (whichever applies) and accessed by Committee Members and Group Convenors as appropriate. 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.

### Availability and changes to this policy

This policy is available to view on our website. This policy may change from time to time. If we make any material changes we will make members aware of this via our quarterly Newsletter and our Monthly Coffee Mornings.

### 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 U3A Guernsey Data protection Officer at [u3aguernsey.dpo@gmail.com](mailto:u3aguernsey.dpo@gmail.com) or in writing to U3A Guernsey Data Protection Officer, 5 Belmont Rise, St Peter Port, GY1 1PZ.

This Policy has been Approved by the Exec Committee of Guernsey U3A on 3<sup>rd</sup> Aug 2018

Date 7<sup>th</sup> Aug 18 Approved, Chair U3A [Signature]

Data Protection Officer [Signature]