

Guildford U3A Privacy Policy

Guildford U3A (hereafter 'GU3A') 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 the GU3A you will be asked to provide certain information. This includes:

- Name.
- Home address.
- Email address.
- Telephone number.
- Subscription preferences.
- Gift Aid preference
- Previous occupation (if you wish)
- Whether you can help in the future running a group, organisation or clerical help.

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 and subsequent renewal. The information will be collected via membership forms or online contact forms. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information for legitimate interest:

- To provide our GU3A 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.
- To keep gift aid records.

We'll send you messages by email, other digital methods, telephone and post to advise you of U3A activities. It is always possible to unsubscribe if you wish, but this will affect all your future mailings and cost Guildford U3A on average another £4.50 per annum.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose information about you, including your personal information for legitimate interest:

- Internally - to committee members and group convenors – as required to facilitate your participation in our U3A activities.
- Externally – where we use an external membership management system and with your consent for products or services such as direct mailing for the Trust magazine (*Third Age Matters*). Where such systems are used, the Third Age Trust or GU3A committee has scrutinised the Terms and Conditions of each supplier and judged 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.
- We do not share your information with any other external organisation or company.

Where we need to share your information outside GU3A we will seek your permission and inform you with whom the information will be shared with and for what purpose. For instance your Group Leader may wish to share your information with other members of your group (for example for car share purposes). In this instance, the Group Leader will ask for your permission, before sharing your name and contact details with your group. It is in every member's interest that this information is kept secure on any personal computer.

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 longer than 12 months. 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 the GU3A membership secretary of any changes to their personal information. You can do this by contacting the membership secretary at any time: email: membership@guildfordu3a.org.uk. Telephone: 07759 021326

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 GU3A holds on you, you can make this request by contacting the membership secretary – as detailed above. There may be certain circumstances where we are not able to comply with this request. This would include occasions where the information may contain references to another 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?

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. 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. Your membership information is held on a membership management system and accessed by committee members and group convenors.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on the Guildford U3A website where members can access the policy. This policy may change from time to time. If we make any material changes we will make members aware of this via the newsletter and the monthly members' meetings.

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 us: email: secretary@guildfordu3a.org.uk or telephone: 01483 222572

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