

Guisborough U3A – Privacy and Data Protection Policy

We are required by new data protection regulations to give you information about how your data is used and stored.

On joining U3A you complete a membership application form, and similarly each year when you renew. The information you provide us with (name, address, phone number, email address) is used only to enable the smooth running of the organisation for your benefit. It is provided to third parties only with your explicit consent (eg HMRC, or TAM, if you have opted for gift aid and/or the Third Age Trust magazine.) Your consent is obtained by your signature on the form.

The information so provided is stored on a central password protected database, accessible only to the membership secretary and the database manager. It may be provided to coordinators or organisers if necessary to provide essential activity information to you.

If your contact details change, or you would like to check the information we hold, or you wish to be removed from the database, you should inform the membership secretary. Your contact details are automatically deleted in the year following a lapse in your membership, unless required to be retained for statutory purposes (eg HMRC.)

If you believe there is a problem with the handling of your data, you have the right to complain, to the National Office and ultimately to the Information Commissioner, if the issue cannot be resolved within GU3A.