

Hammersmith & Fulham U3A

DATA PROTECTION AND PRIVACY NOTICE

General

- 1 Hammersmith & Fulham U3A complies with all legal requirements applying to control, processing and protection of members' personal data and is fully compliant with all provisions of current Data Protection legislation.
- 2 We hold and process members' data in order to fulfil our contractual obligations to our members and to comply with our common law and statutory obligations.
- 3 Hammersmith & Fulham U3A is the data controller for the information you provide unless otherwise stated.

What will we do with the information you provide to us?

- 4 We hold and process data in order to:
 - administer and maintain membership records;
 - request, receive and record membership subscriptions;
 - provide information to members;
 - pass on securely names and addresses to the publishers of the magazine Third Age Matters;
 - submit returns to U3A national office, the Third Age Trust;
 - provide information to Her Majesty's Revenue and Customs with respect to our Gift Aid returns and records.

Our Obligations

- 5 Hammersmith & Fulham U3A complies with all appropriate data protection principles. We will therefore:
 - process data lawfully, fairly and in a transparent manner and process it for only specified and lawful purposes;
 - ensure that all data obtained is adequate and relevant to those lawful purposes and is accurate, up to date and kept no longer than necessary;
 - process all data in accordance with each member's statutory rights;
 - take the appropriate security measures to protect the data from unauthorised disclosures.

- We will not share any of the information you provide with any third parties for marketing or any other purposes or store any of your information outside of the European Economic Area.
- The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.
- Access to your personal information is restricted to U3A Hammersmith & Fulham committee members and Group Convenors for specified purposes.
- Group Convenors are required to notify and contact group members about arrangements for their group and for health and safety reasons.
The register contains the name, address, telephone number and email address (if relevant) of each group member.
The information is purely for the use of the Group Convenor and the personal information is not shared without the permission of the individual concerned.

What information do we ask for, and why?

- 6 We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.
- 7 We ask you for your personal details including name and contact details. We will also ask you to complete a Gift Aid declaration if you are a UK income taxpayer. You do not have to provide this last information if you do not wish to.
- 8 The information we ask for is used to communicate with you about U3A groups and other activities.
- 9 Your name and address will be passed to the Third Age Trust for administrative purposes. It also goes to the Trust's distributor of the magazine Third Age Matters.
The Trust's privacy statement can be accessed [here](#).
- 10 Your details is also be held on the U3A's Beacon System. This is a computer system operated over the internet to support the operation and administration of individual U3As. The system has SSL certification, a protocol used to secure and encrypt internet communication.
This is a link to [Beacon's Data Protection policy](#).

How long do you keep my information?

- 11 On leaving Hammersmith & Fulham U3A, your data will be kept for no longer than 12 months. This helps to deal more efficiently with members who leave and re-join within this period.
- 12 If you have completed a Gift Aid declaration, current HMRC rules provide that we must keep declaration records for 6 years from the end of the accounting period they relate to.

Your Rights

The Right to be Informed

- 13 This Data Protection and Privacy Notice provides a description of the personal data being processed; and the persons or classes of persons to whom the data may be disclosed, together with details of associated policies and safeguards.

Right of Access

- 14 On making a written request, you have the right to be told the content of the personal data relating to you and being processed by us. This information will be provided within one month of receiving such a request.
- 15 If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

Correction of Inaccurate Data

- 16 If on viewing your personal data processed by ourselves, you consider the data to be inaccurate, you have the right to ask us to amend any inaccuracies or to remove any data that is inaccurate or out of date. You also have the right to request that we restrict or stop processing the data. Please note that this does not apply where we are processing data in fulfilment of our legal obligations. Any such request should be made to the Membership Secretary in writing.

17 Complaints or Queries

Hammersmith & Fulham U3A is happy to provide any additional information or explanation needed with regard to any aspect of our collection and use of personal information.

18 Visitors to our Website

Our website – handforg.uk is hosted on the Third Age Trust's Site Builder facility. It does not use cookies and does not store personal information beyond a list of Committee members' names. There is a contact form that generates an email and if a return email address is supplied, we will only use it for the purpose of replying.

19 Changes to this privacy notice

We keep our privacy notice under regular review.

20 **How to contact us**

If you want to request information about our privacy notice you can email:

Neville Rowden (Chair)
email: comsec.u3ahf@gmail.com

Revision History

Version	Date	Author	Change
V1	2018.05.01	Graham Tigg	Created
V2	2021.11.29	Neville Rowden	Contact details changed.