

Hartlepool U3A (hereafter “the U3A”) 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 Hartlepool U3A you will be asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone numbers
- emergency contact information

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. 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 the U3A. 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.

How do we use your personal information?

We use your personal information:

- To provide our U3A 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 activity

We may send you messages by email, post, other digital methods and telephone to advise you of U3A activities.

Who do we share your personal information with

We may disclose information about you, including your personal information

- Internally - to committee members and group conveners – as required to facilitate your participation in our U3A activities;
- Externally - with your consent for products or services such as direct mailing for the Third Age Trust magazines - Third Age Matters and Sources;
- If we have a statutory duty to disclose it for other legal and regulatory reasons. If you are a committee member (Trustee), we are required to register your information with the Charity Commission;
- If you are a committee member, group leader, event organiser, etc., we may display your name on our website, in our newsletters and on publicity material available at U3A events. If you consent, we may also display a contact number or email address in these places, or may provide a link via our website to allow you to be contacted by email without making your email address visible.
- In the event of our Complaints or Disciplinary procedures being invoked, we may share your personal information with TAT or Regional Trustees as specified in those procedures.

Where 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 for longer than 7 years after you cease to be a member of the U3A, this being the period for which we are legally obliged to keep financial information. 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, members need to inform the U3A as to any changes to their personal information. You can do this by contacting the membership secretary via the Contact page on our website (u3asites.org.uk/hartlepool/contact), at a monthly meeting or via any committee member or group convener. Should you wish to view the information that the U3A 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 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 membership information is held on a database and accessed by Committee Members and Group Conveners as appropriate. Paper copies of information may also be held. 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 to the database, and good old fashioned lock and key for paper copies.

Availability and changes to this policy

This policy is available via the Welcome page of our website and paper copies can be provided on request. 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 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 at a monthly meeting or contact the Membership Secretary as detailed above.

Review

This policy will be reviewed every 2 years. Next review due November 2021.

Revision History

26/05/2018	Initial version.
23/11/2019	Added that Trustees' information must be shared with the Charity Commission.
27/03/2023	Added that personal information may be shared with TAT or Regional Trustees if required by the Complaints or Disciplinary procedures.