

Haxby & Wigginton u3a Privacy Policy

Haxby & Wigginton 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. The term u3a in this document refers to Haxby & Wigginton u3a unless otherwise specified.

1.0 What personal information do we collect?

When you express an interest in becoming a member of Haxby & Wigginton u3a you will be asked to provide certain information. This includes:

- Your name
- Postal address
- Email address
- Telephone number
- Your subscription preferences
- Gift Aid entitlement
- Emergency Contact details

2.0 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 on-line 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.

3.0 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
- In an Emergency we will telephone your nominated emergency contact. By giving us information about your emergency contact you are confirming that they have given you consent to provide the information to Haxby & Wigginton u3a.

We will send you messages by email, post, other digital methods, and telephone to advise you of u3a activities.

4.0 Who do we share your personal information with?

We may disclose information about you, including your personal information

- Internally - to committee members and group leaders — as required to facilitate your participation in our u3a activities.
- Externally — with your consent for products or services such as direct mailing of u3a magazines and circulars.

- If we have a statutory duty to disclose it for other legal and regulatory reasons. For example, HMRC for gift aid related issues.

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.

5.0 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 membership. 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 how long the information will be held for and when it is deleted.

6.0 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 of any changes to their personal information. You can do this by contacting the membership secretary. 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 Membership Secretary. 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.

7.0 How do we store your personal information?

All membership information is held on a database and accessed by committee members and group leaders as appropriate to their responsibilities. The database is password protected with separate passwords for each committee member and group leader.

Digitised copies of membership application or membership renewal forms are held securely by the Membership Secretary until such time that they are no longer required or until your membership ceases.

8.0 Availability and changes to this policy

This policy is available on our website and from the Secretary. This policy may change from time to time. If we make any material changes, we will make members aware of this via the monthly members meetings, and either post or email.

9.0 Queries, Alternative Formats and Complaints

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 Secretary, in writing with details.

01 March 2023

Next Policy review date February 2025