

HONITON U3A PRIVACY STATEMENT

1. GENERAL

This privacy statement sets out how Honiton U3A complies with European Union data protection requirements. Honiton U3A is committed to respecting and protecting your privacy. We have structured our administration so that personal data is only made available to committee members authorised to have such access. Our web-site is hosted by the U3A Trust and as such security measures and procedures are managed by their administrators. You can visit Honiton U3A on the web without having to identify yourself or revealing any personal information. Once you choose to provide us with any information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement. Exemption rules mean that there has been no requirement for Honiton U3A to register with the Information Commissioner's Office under the Data Protection Act 1998 but the policy requirements included within that act are accommodated.

2. WHAT WE COLLECT

Prior to including personal details on our database, we will collect the following information:

- Name
- Address
- Telephone number
- Email address

Anyone signing up for news or information from Honiton U3A may choose to unsubscribe at any stage.

For the purposes of benefitting from the HMRC Gift Aid scheme, an additional form is completed by members and held separately.

3. WHAT DO WE DO WITH THE INFORMATION WE GATHER?

We will use this information for the following purposes:

- Internal record keeping and administration.
- Communicating with HMRC for the purposes of claiming Gift Aid. (Only for members in the scheme)
- Communicating with IJ3A Trust for the purposes of distributing the national magazine Third Age Matters.

We do not process or change any personal information unless advised of changes by members. Membership information is held off-line and is not available to third parties using internet services.

4. WHO WE SHARE THE INFORMATION WITH AND YOUR CHOICES

We will not sell, distribute or lease your personal information to third parties unless we are required by law. We have a Legal Obligation to retain individual completed Gift Aid forms for 7 years after the last subscription has been paid by a member. A list of members who have signed a Gift Aid form is submitted to HMRC annually.

Unless a member requests otherwise, names and addresses of members (only one member per household) are sent annually to the U3A Trust for the purposes of distributing the national magazine Third Age Matters.

We do not forward any information outside UK.

If you believe that any information we are holding on you is incorrect or incomplete, please e-mail us as soon as possible to the address below:

honitonu3a@gmail.com

Including in the message: for the attention of the Data Protection Compliance Officer
By providing us with your personal information, you consent to our retaining your personal data, for the purposes mentioned above.

5. SECURITY

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure we have put in place appropriate physical, procedural, electronic and managerial measures to safeguard and secure the information we collect.

6. WEBSITE

Honiton U3A maintains a website which is hosted by the Third Age Trust using a service called Sitebuilder. The Honiton U3A website administrator is responsible for uploading and removing content and generally managing the web pages. The Sitebuilder service maintains its own privacy policy for which Honiton U3A has no responsibility or control, although we are required to operate within the terms of their policies. Honiton U3A members may request sight of the Sitebuilder privacy statement by contacting the Honiton U3A Web Administrator.

Our web site may contain links to enable you to visit other web sites of interest easily. However, once you have used these links to leave our web-site you should note that we do not have any control over that other web site. Therefore, we cannot be responsible for the protection and privacy of any information that you provide whilst visiting such sites and this privacy statement does not govern such sites. You should look at the privacy statement applicable to the web site in question.

7. COOKIES

A cookie is a piece of text that asks permission to be placed on your computer's hard drive. Once you agree, your browser adds that text in a small file. A cookie helps analyse web traffic or lets you know when you visit a particular site.

Honiton U3A does not use cookies. The web-hosting service employed by the U3A Trust may use cookies and will maintain its own cookie policy.

8. REVISIONS

This data protection and privacy notice will be subject to regular review by the Honiton U3A committee, as such may be subject to change. We will of course notify members of any revisions where appropriate.

9. RELATED POLICIES

- **The U3A Trust** maintains its own privacy policy which can be seen at:

<https://u3a.org.uk/privacy-policy>

- **Site Builder Privacy and Data Protection Policy**

Site Builder is the web building and hosting service that is used by Honiton U3A. The service is managed by the U3A Trust. This policy applies to the work of the Third Age Trust's Site Builder Team. A copy of this policy is held by the Honiton U3A Webmaster and sight of this policy document can be requested from the Honiton U3A Webmaster.

10. DATA FLOWS WITHIN HONITON U3A

