

Hu3a Data Protection Policy Statement

Huntingdon u3a (Hu3a) acknowledges its responsibilities related to data protection principles and the requirements of General Data Protection Regulations (GDPR).

In meeting these responsibilities, Hu3a will act in accordance with the Data Protection Policy laid down by the Third Age Trust (Document Reference U3A-KMS-PO-002).

However, the following statement may help to summarise our approach. It ensures that Hu3a:

- Complies with GDPR Guidelines and follows good practice
- Protects the right of members, volunteers and partners
- Is open about how it collects, stores and uses members' data
- Protects itself from the risks of data breach

In essence, GDPR principles state that personal data must be:

- processed fairly and lawfully
- collected for specified, explicit and legitimate purposes only and not further processed in a manner incompatible with those purposes
- adequate, relevant and limited to the purposes for which they are collected and processed
- accurate and where necessary kept up to date
- kept only for as long as is necessary
- processed in accordance with individuals' rights
- processed in a manner that ensure appropriate security
- used only within the UK

What information will Hu3a collect?

- Name
- Postal address
- Email address
- Telephone number

How will that information be collected?

In the majority of cases, personal information is provided when individuals apply for or renew membership. The form(s) used contain a privacy statement informing members/potential members why the information is being requested and what it will be used for. By completing and submitting this form members are deemed to be providing consent to their data being held and used for the purposes indicated. They are also informed that they can, at any time, remove that consent.

What will that information be used for?

- Communicating with members about general Hu3a activities and events
- Group leader communicating with group members about specific group activities
- When requested by members, adding member's details to the direct mailing information for the Third Age Trust
- Sending members information about Third Age Trust activities and events

- Communicating with members about their membership and/or renewal of their membership
- Communicating with members about specific issues that may arise

Hu3a will provide support to committee members, group leaders and activity/event organisers to help them understand their responsibilities (eg secure storage, use of strong passwords, not sharing data outside Hu3a) when storing and handling personal data.

Financial Information

When members pay their membership subscription, or charges for activities and events organized by HU3a they are, by the very nature of that transaction, giving Hu3a access to their bank account details. In such circumstances the cheque(s) will be held by the person organizing that activity, and will be destroyed as soon as their bank notifies Hu3a that funds for that activity have been cleared.

When members pay for activities and events by credit/debit card, that transaction is transparent to Hu3a and no financial data is, therefore, collected.

Approved by Hu3a Committee 5 April 2022