

# Kingswinford and District U3A

The Objective of The Kingswinford and District U3A is to promote the advancement of education, in particular the education of older people and those who are retired from full time work, by all means including associated activities conducive to learning and personal development in Kingswinford and its surrounding locality.

## General Data Protection Regulations (GDPR)

1. The collection and retention of any information relating to individuals will be for the sole purpose of pursuing and assisting in the pursuit of that objective.
2. The specific purpose of retaining personal information shall be to:
  - 1.1 Keep a record of individual members. To be a member we must hold the member's name and address.
  - 1.2 Maintain a record of those undertaking voluntary work on behalf of The Kingswinford and District U3A and those wishing to be associated with The Kingswinford and District U3A as members, friends or supporters.
  - 1.3 Enable the Trust to keep members, friends, volunteers and supporters informed about The Kingswinford and District U3A and the organisation's events and activities.
  - 1.4 Members details are held on a secure database 'Beacon' by the membership secretary. Details are communicated to Trustees and Group leaders on a 'need to know' basis to carry out their own duties and they are also under obligation to keep members details safe and secure on the 'Beacon' database.
3. Members' names and address details are also shared with U3A National Mailing house to send Third Age Matters (TAM) magazine and associated literature published by U3A National Organisation.
4. Information relating to a member shall be discarded not more than 3 years after that member has ceased to make any contact with The Kingswinford and District U3A. Gift Aid and financial records will be held for 6 years.

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All of the above will be under regular review by The Kingswinford and District U3A Trustees