



## Leek U3A Privacy Policy – Information for Members

This privacy policy sets out how we 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?

As a member you are asked to provide:

- name
- home address
- email address – if you have one, and are happy for us to use it
- telephone number
- gift aid status
- whether you wish to receive a copy of the Central U3A magazine

### 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

We’ll send you messages by email, post, 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, group leaders and other U3A members, as required to facilitate your participation in U3A activities
- Externally – with the direct mailing company responsible for the distribution of the U3A magazines if you have requested a copy
- Externally – with HMRC for the purposes of claiming Gift Aid, if you have asked us to do so
- Externally – phone numbers and email addresses of Group Leaders are shown on the Leek U3A web page and in the Group Information Leaflet. These are then available to non members
- Externally – photos taken at various U3A events are posted on the Leek U3A web page and are then available to non members
- If we have a statutory duty to disclose it for other legal and regulatory reasons. At the time of writing no such duty exists

### How long do we keep your personal information?

In most instances your information will be stored for the duration of your membership plus one year. So, for example, if you are a member in 2018, but do not renew for 2019 your data will be destroyed at the beginning of 2020. The exception to this is the Gift Aid information which we are legally obliged to retain for six years after the last claim we made.

### **How do we store your personal information?**

Your full membership information is held on a spreadsheet and accessed by Committee Members only. Group Leaders and other members have access to name, phone number and email address only.

The original membership forms are stored securely in a locked office.

The data is maintained by the Membership Secretary, Ann Baxter.

### **How your information can be updated or corrected**

To ensure the information we hold is accurate and up to date, please inform the Membership Secretary of any changes. You can contact her at [u3amemsecleek@gmail.com](mailto:u3amemsecleek@gmail.com) or by leaving a letter in the 'new register' box in Norton House foyer.

In future you will have the opportunity to check and update your information at membership renewal.

You can view the information that Leek U3A holds on you at any time by contacting the membership secretary as detailed above. We aim to respond by letter within 14 days of the request being made.

If you do not want your photo to be taken you must make that clear to the photographer at the time.

### **What if you hold information about other U3A Members?**

This is most likely to be names, addresses and email addresses of other members who you need to contact regularly and is not sensitive data. However you do need to take some sensible precautions.

- Do not share the information with anyone else
- Check your mailing lists and remove anyone who is no longer a member of your group
- Use bcc when emailing a group of members rather than cc. This ensures that email addresses are invisible to all but the sender
- If taking photos, give everyone an opportunity to move away if they want to

If you are in any doubt contact the Membership Secretary for advice.

### **Emergency contact details**

Each group folder contains an emergency contact list with the data supplied by each member. It is assumed that by providing that information each member has gained the agreement of that person. This information is not kept in the membership database.

### **Availability and changes to this policy**

A copy of this policy is available at any time on request to any Committee Member. If we make any material changes we will make members aware of this via a special Newsletter.

### **Contact**

If you have any queries or complaints about our privacy practices, please contact the Membership Secretary.