

Leicester U3A – PRIVACY POLICY

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INTRODUCTION

Leicester U3A (hereafter 'the 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.

This policy, and the Data Management Policy and Legitimate Interest Assessment, is available on the Members page of our website or by post from the Secretary.

This policy may change from time to time. If we make any material changes we will make members aware of the changes via email or letter. Announcements will also be included in the Newsletter and made at monthly meetings.

Any questions about this policy, any complaints about our privacy practices or requests for the policy in an alternative format should be directed to the Secretary: email:

secretary@leicesteru3a.org.uk

WHAT PERSONAL INFORMATION DO WE COLLECT?

When members join the U3A or book for trips and other events they are asked to provide certain information. This includes:

- Name.
- Home address.
- Email address.
- Telephone number.
- Mobile number.
- Gift Aid entitlement.
- Name of any other Leicester U3A member at the same address.
- Membership of other U3As.
- Group membership.
- (on booking for trips and events) Emergency Contact information. This is collected on the basis that it is provided with the consent of the named emergency contact.
- (from committee members) Emergency contact information in order to access or retrieve U3A documentation should the individual be incapacitated. This is collected on the basis that it is provided with the consent of the named emergency contact.

HOW DO WE COLLECT YOUR 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 online 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.

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 send members general information about the Third Age Trust, the national organisation to which all U3As belong or are affiliated, and the Leicestershire and Rutland Network of U3As.
- To monitor, develop and improve the provision of our U3A activities.
- To send you opportunities to engage in research from bone fide research institutions.

We may send you messages by email, other digital methods, telephone or post 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 convenors, Beacon system administrators, and specified post holders authorised by the committee – as required to facilitate your participation in our U3A activities.
- Externally – with your consent, for products or services such as direct mailing for the Trust magazines (Third Age Matters). Only suppliers scrutinised and approved by the Third Age Trust are used for these purposes.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the U3A we will seek your permission and explain who the information will be shared with and for what purpose.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We need to keep information so that we can provide our services to you. In most instances the information will be stored for 7 years for accounting and financial purposes. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the member/s will be informed as to how long the information will be held for and when it is deleted. On termination of membership, data held in the on line management system 'Beacon', together with the paper supporting documents, is held for seven years and then destroyed

Emergency contact information provided for a trip or other event will be deleted within a fortnight of the event taking place or its cancellation unless there are specific, agreed reasons for it being held for a longer period.

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 as to any changes to their personal information. This can be done at any time by contacting the membership secretary: Email: membership@leicesteru3a.org.uk Telephone: 0116 2911814

On an annual basis, as part of the renewals process, you will have the opportunity to check the information we hold on you and update it if necessary. You can, at any time, request to see the

information the U3A holds about you by contacting the Membership Secretary whose details are given above. 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 another individual or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being made.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use or modification. Your membership information is held on a secure computer system ("Beacon") centrally managed by U3A nationally. Access to this system is restricted to specified individuals authorised by the Committee.

The following policy was adopted by the committee on 18th July 2020 - Access to Beacon is restricted to those on committee as laid down in the Beacon Privileges.docx document. The only exception to be the Systems Administrator who is also the Beacon Administrator and is wholly responsible to the committee. Where another member (usually a RUM) needs to disseminate information they should do so via the following route.

Send the text and a request to the appropriate member on committee. I.e., normally

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For contact with convenors to the Groups Coordinator

For contact with members to the membership secretary

For contact with the committee via the secretary

Members of the committee, the Beacon administrator and group convenors may also hold personal data securely.

In addition, all members are made aware of and are expected to comply with our Data Management Policy. This provides general guidance for all members and specific guidance for officers and post-holders on their personal responsibilities for safeguarding members' personal data.

Approved: 2 May 2018

Reviewed November 2021

Next review due November 2024