

u3a Privacy Policy

Leigh Belfairs u3a treats your privacy rights seriously. This Privacy Policy sets out how we will deal with your personal information, which is information that could identify, or is related to the identity of, an individual.

What personal information do we collect?

When you express an interest in becoming a member of Leigh Belfairs u3a you will be asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone number
- your subscription preferences
- emergency contact information

We may also obtain personal information in the course of communicating with you by phone, email or otherwise. While communicating with us you may also provide personal information about others which we will use in accordance with this policy. If you give us personal information about others, we will assume that you have permission to do so.

How do we collect this 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 legitimate interest that Leigh Belfairs u3a has in communicating with you as a member/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 set up and manage your membership
- For administration, planning and management of our u3a
- To communicate with you about u3a activities, products, services and events
- To monitor, develop and improve the provision of our u3a activity
- For delivery of the Trust publication – Third Age Matters
- To manage any issues, complaints and enquires

Who do we share your personal information with?

We may disclose information about you, including your personal information

- Internally to committee members and group conveners – as required to facilitate your participation in our u3a activities
- Externally for products or services such as direct mailing for the Trust magazine – Third Age Matters. The magazine is distributed by a third-party processor and your information is shared with the distribution company via a secure online portal. Should you not wish to receive the magazine please contact the Membership Secretary
- If we have a statutory duty to disclose it for legal and/or regulatory reasons. In this instance we will seek to obtain your consent. Information would be shared without consent where there were serious safety concerns and it was felt to be in your or the u3as best interests to disclose information

How long do we keep your personal information?

We will retain your personal data for varying periods depending on the nature of the information, the purpose for which it was collected and any legal or business reason.

How your information can be updated or corrected

- To ensure the information we hold is accurate and up to date you need to inform the u3a as to any changes to your personal information. You can do this by contacting the Secretary via the email address or at our monthly meetings
- You will also have the opportunity to update your information during the membership renewal process
- You have the right to request that we delete your personal data where it is no longer required for the purposes it was collected or where we have used it unlawfully or to comply with any legal obligation
- Should you wish to view the information that the u3a holds on you, you can make this request by contacting the Secretary. 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 other individuals or for legal, investigative or security reasons. Otherwise, we will usually respond within one month of the request being made
- You have the right to complain to the relevant data protection authority where you think we have not used your personal data in accordance with data protection law. The address is -
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

How do we store your personal information?

Leigh Belfairs u3a has 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. Security measures include use of cloud storage, firewalls, use of a management database system. Your membership information is held securely and accessed by committee members and group conveners – as appropriate.

Availability and changes to this policy

This policy is available at <https://www.u3asites.org.uk/leigh-belfairs/home>

Then click on the **Policy docs** tab at the top of the page

This policy may change from time to time. Members will be informed via the Newsletter and the monthly meetings when any material changes are made to Leigh Belfairs u3a's policies and procedures.

Contact

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact the Secretary at secretaryleighbelfairsu3a@hotmail.com or at the monthly meetings.

This policy was adopted on: 10 May 2019 and reviewed on 12 February 2021

Next Renewal: After the 2021/2022 A.G.M.

Signed by the Secretary on behalf of the committee. The committee members being unable to sign due to Covid-19 restrictions.