

Privacy Policy



We at Limebrook Maldon U3A (hereafter 'the U3A') treat your privacy rights seriously. This privacy policy sets out how we shall 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 will be asked to provide certain information.

This includes:

Name.

Home address.

Email address.

Telephone number – home and mobile.

Subscription preferences

Emergency contact details (ICE).

How do we collect this personal information?

All the information collected is obtained directly from you both when you first join and when you renew your membership. The information will be collected via membership forms and, on occasions, in the case of your ICE (In Case of Emergency) details as a result of a specific request from a committee member or Interest Group Leader (IGL). Please note that in the case of your ICE information it is your responsibility to obtain permission from your emergency contact to provide us with his/her details.

At the point that you provide your personal information for membership purposes, we shall also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

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 monitor, develop and improve the provision of our U3A activities.

We shall send you messages in a variety of ways including through our monthly Newsletter and by email, telephone or post to advise you of U3A activities.

With whom do we share your personal information?

We may disclose information about you, including your personal information:

Internally - to committee members and IGLs– as required to allow you to participate in our U3A activities.

Externally –with your consent for products or services such as direct mailing for the Trust magazines (*Third Age Matters* and *Sources*) and if you are taking part in activities organised by another U3A.

If we have a statutory duty to disclose it for other legal and regulatory reasons.

When we need to share your information outside of the U3A we shall seek your permission and inform you with whom the information will be shared with and for what purpose.

How long do we keep your personal information?

We need to keep your information, including your attendance at monthly meetings, so that we can provide our services to you. In most instances information about your membership will not be stored for any longer than is necessary. 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.

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 of any changes to their personal information. You can do this by contacting the Membership Secretary via the e-mail to be found on the Contact page of our website – <http://limebrook3a.org.uk>. Alternatively you may write to the Secretary, Limebrook Maldon U3A c/o 32, Tennyson Road CM9 6BE.

Each year you will have the opportunity to update your information when you renew your membership. Should you wish to view the information that the U3A holds on you, you can make this request by contacting the Membership Secretary as detailed 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 individuals 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.

Currently your membership information is held on a database and spreadsheet and is accessed by committee members and IGLs as appropriate. However, in the near future and in common with many other U3As, Limebrook Maldon will use a system known as Beacon to store and manage all membership information. When this happens the database will be on line, stored on a secure remote server and only accessible via the password protected beacon database system.

Availability and changes to this policy

This policy document will be distributed to all members and is available on our website <http://limebrook3a.org.uk>

This policy may change from time to time. If we make any significant changes we shall inform members via the newsletter and the monthly members' meetings.

Contact

If you have any queries about this policy, need it in an alternative format e.g larger print or have any complaints about our privacy practices, please contact Limebrook Maldon U3A either via the e-mail to be found on the Contact page of our website –

<http://www.limebrook3a.org.uk> - or by writing to The Secretary, Limebrook Maldon U3A, c/o 32, Tennyson Road CM9 6BE.

Policy review date: September 2020 and then at least every two years thereafter