

Privacy Policy

The London Region of U3As (hereafter 'LRU3A') 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 deals with:

- U3A Representatives (Delegates, Chairs, etc.) of participating U3As and anyone appointed to the LRU3A Executive Committee, Sub-Committees or organisers of LRU3A activities where we have a legitimate interest in collecting personal data, and
- Individual U3A members who book or attend events organised by LRU3A where we have a contractual need for collecting personal data.

WHAT PERSONAL INFORMATION DO WE COLLECT?

When you become a U3A Representative to the LRU3A or express an interest in booking certain events organised by the LRU3A, you will be asked to provide certain personal information, as appropriate. This may include:

- Name
- Email address
- Telephone number(s)
- Name of your U3A
- Your role within your U3A

When booking events, you may also be asked for information such as special dietary or access requirements, or next of kin or 'in Case of Emergency'(ICE) or your address if you require information to be sent by post.

Additional information, such as a request to use a photograph of an individual on the LRU3A website or publication, will be obtained with the specific consent of the member who will be informed as to why this information is required and the purpose that it will be used for.

HOW DO WE COLLECT THIS PERSONAL INFORMATION?

All the information collected is obtained directly from you or your U3A committee. This is usually when you are appointed as a U3A representative to the LRU3A (as specified above), or when you book an event organised by LRU3A. We are reliant on you to inform us of any changes.

Data will be input by secure digital registration or application forms and will be stored and updated when necessary according to this Policy which ensures compliance with data protection legislation.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To provide LRU3A activities and services to you
- For administration, planning and management of LRU3A
- To communicate with you about LRU3A activities
- To communicate information from other sources that may be of interest to you
- To monitor, develop and improve the provision of LRU3A activities

We'll send you messages by email to advise you of LRU3A activities and other information of potential interest.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

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

- Internally - to committee members and event organisers – as required to facilitate your participation in LRU3A activities.
- Externally – where we use an external event management and booking system, the information you provide is transmitted to us via that third party's secure management system. If you make payment using that system, we are only notified of the amount paid and not any of your banking details.
- 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 LRU3A we will seek your permission and inform you as to who the information will be shared with and for what purpose.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

We need to keep your information so that we can provide our services to you. In most instances personal contact data will not be stored for longer than 12 months after ceasing your participation. 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 LRU3A of any changes to their personal information. You can do this by contacting the Membership Secretary at any time (see below).

Should you wish to view the information that the LRU3A holds on you, you can make this request by contacting the Membership Secretary (see below). 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 28 days of the request being made.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

For any of your personal data held on our website 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. Security measures include technological measures such as Secure Socket Layer (SSL) encryption, which creates a secure connection with your browser to our online services.

For personal data held on laptops or other devices belonging to representatives of individual U3As or the LRU3A committees and organisers, those persons are fully aware of the requirements of this Policy. Any loss of such a device will be treated as a data breach and treated accordingly.

Hardcopy of any records will be minimised.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on our website. This policy may change from time to time. If we make any material changes we will make members aware of this via email communication and the Delegates meetings.

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:

Membership Secretary
Email: membership.londonregionu3a@gmail.com

Policy review date: May 2018