

Privacy Policy

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Any queries regarding the document should be referred to

The Membership Secretary, Macclesfield U3A
membership@maccu3a.uk

Document History

Version	Date	Author	Comments
1 Draft A	03/05/18	A D Middleton	Initial version based upon sample produced by U3A. Document format updated and minimal changes made to make specific to Macclesfield U3A.
1 Draft B	20/05/18	A D Middleton	Updated to reflect Macclesfield U3A requirements.
1 Final	02/06/18	A D Middleton	No changes required after review

References

1. *Macclesfield U3A Data Protection Policy, DataProtectionPolicy_1.*

1 Introduction

Macclesfield 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.

2 What personal information do we collect?

When you express an interest in becoming a member of Macclesfield U3A you will be asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone number(s)
- Gift Aid entitlement
- gender (to allow monitoring of gender balance of members and committee members etc.)
- your subscription preference

We will also record:

- group memberships
- attendance

3 How do we collect this personal information?

Most of 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. You may also provide us with updates via email, phone or other methods. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with the U3A. This applies however you provide information. In order that we can operate Macclesfield U3A and 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.

4 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 the Third Age Trust, our U3A, your groups, their events and activities and about your membership. We may also contact you about related issues we believe to be relevant.
- To monitor, develop and improve the provision of our U3A activity

We'll send you messages by email, post, other digital methods and telephone.

5 With whom do we share your personal information?

We may disclose information about you, including your personal information

- Internally - to committee members, group leaders and other officials - as required to facilitate the operation of our U3A and your participation in our U3A activities;
- Externally - with your consent for products or services such as direct mailing for the Trust magazines - Third Age Trust and Sources;
- 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 consent and inform you as to who the information will be shared with and for what purpose.

6 For how long do we keep your personal information?

We need to keep your information so that we can provide our services to you. When you cease to be a member of Macclesfield U3A we will remove the information we are able to within 12 months. However information related to financial records and Gift Aid will need to be retained for 7 years. Other exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or resolved. Where this is the case member/s will be informed as to how long the information will be held for and when it is deleted.

7 How can your information be updated or corrected?

To ensure the information we hold is accurate and up to date, member's need to inform the U3A as to any changes to their personal information. You can do this by contacting the Membership Secretary as below. On an annual basis you will have the opportunity to update your information, as required, via the membership renewal process. Should you wish to view the information that the U3A holds on you, you can make this request by contacting the Membership 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 14 days of the request being made.

8 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 an electronic system called BEACON and accessed by Committee Members, Group Leaders and other officials as appropriate.

9 May we include you in photographs?

Photographs may be taken at U3A events for inclusion in U3A publications, including websites and social media and for inclusion in external publications. If you are included in such photographs you will be asked for your consent. This may be after the photograph was taken but before publication and may be verbal. At some events you may be told in advance that photographs will be taken and that you should notify the photographer if you do not consent.

10 Availability and changes to this policy

This policy is available on our website¹. This policy may change from time to time. If we make any material changes we will make members aware of this via the Newsletter and the monthly members' meetings.

¹ <https://u3asites.org.uk/macclesfield/page/84609>

11 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 Membership Secretary - membership@maccu3a.uk.