

# Privacy Policy

## Who we are

We are **Midhurst u3a**.

Our website address is: <http://www.midhurstu3a.org.uk>

Midhurst 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.

## What personal information do we collect?

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

- your name
- home address
- email address
- telephone numbers
- the name of another u3a to which you may belong
- the names of groups to which you might belong

and sometimes if you go on one of our outings:

- a contact name and telephone number in case of emergency

We prefer to encourage members to carry ICE (in case of emergency) cards and make blank cards available to members at monthly lectures and through group leaders of groups going on outings or other outside pursuits.

## 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. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with the u3a. 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 monitor, develop and improve the provision of our u3a activity
- To send invitations to online meetings

We will send you messages by email, post, other digital methods and telephone 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 and group leaders – as required to facilitate your participation in our U3A activities;
- Externally – with your consent for products or services such as direct mailing for the Third Age Trust magazines.
- 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 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 so that we can provide our services to you. In most instances information about your membership will not be stored for longer than 12 months after your membership of Midhurst u3a has ceased. The 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.

## **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. You can do this by contacting the membership secretary by using the Membership Enquiries link on our website. 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 – 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 other individuals or for legal, investigative or security reasons. Otherwise we will usually respond within 14 days of the request being received.

## **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 encrypted database and only accessed by Committee Members. Information is passed to Group Leaders and event organisers as appropriate.

## **Availability and changes to this policy**

This policy is available on our website ([www.midhurstu3a.org.uk](http://www.midhurstu3a.org.uk)). It is based on the Data Protection Act 2018. This policy may change from time to time or if the

legislation changes. If we make any material changes, we will make members aware of this *via* the Newsletter and/or the monthly members' meetings.

## **Legitimate Interest Assessment Next of Kin**

This legitimate interest assessment has been compiled in order to set out the reasons why Midhurst u3a requests next of kin details

### **Purpose Test**

The reason that we occasionally request contact details for members' next of kin is so that the committee and/or events organisers know who to contact in the event of an emergency. Midhurst u3a has a duty of care to its membership and to ensure your safety we need to be able to contact someone who can meet your welfare needs in the event of an incident/accident. Midhurst u3a requests members to inform the person identified as your next of kin that you have provided their details to the Midhurst u3a.

For certain events and trips we may need to provide these details to a 3rd party. Midhurst u3a will always make you aware when next of kin information is requested and with whom that information will be shared.

### **Necessity Test**

The next of kin information provided by members would only be used in the event of a serious incident/accident. Midhurst u3a would use the information to contact someone who may need to collect the relevant member, support the relevant member or liaise, on behalf of the relevant member, with a third party provider such as a medical professional. Midhurst u3a only requests minimal information regarding members' next of kin which includes a name, telephone number and the details of their relationship to the member.

### **Balancing Test**

The next of kin data requested is minimal and is only that which is required to make contact with the individual in question. Midhurst u3a relies on its members to provide next of kin information and to make the individual aware that this information has been passed to Midhurst u3a and for what purposes it has been passed to Midhurst u3a. Midhurst u3a will hold this information securely and it will only be accessed by those who need to see it. The information provided will only be used to contact the next of kin where an incident or accident occurs that requires someone to take responsibility for the member in question. The data will not be processed for any other purposes.

Through compilation of this assessment Midhurst u3a considers that it has a legitimate interest to collect, hold and process next of kin information. This document will be held by the Committee and communicated to the membership as required. The assessment will be reviewed every 2 years in order to ensure that legitimate interest remains the most appropriate lawful basis for gathering this information.

## **Third Party Websites**

Our Website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for how they handle your personal data. When you leave our Website, we encourage you to read the privacy notice of every website you visit.

Review date: 10/11/2021

## **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 us by using the Membership Enquiries link on our website. Where possible we will reply within 14 days of receipt of your query.