

# Much Wenlock & District U3A Privacy Policy

Much Wenlock and District 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.

A U3A member serving on the Executive Committee automatically becomes a trustee of the Much Wenlock and District U3A. The term trustee is used as appropriate in this formal document.

## What personal information do we collect?

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

- your name
- home address
- email address
- telephone and/or mobile numbers
- type of membership
- the option to provide a "known as" name to enable less formal communications

## 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. 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 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

We'll 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 trustees 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 Trust magazines – Third Age Matters 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 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 three years after you cease to be an active member. 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, member's need to inform the U3A as to any changes to their personal information. You can do this by contacting the Membership Secretary by email through the MW &D web site contact page, or by post to 43 Hunters Gate, Much Wenlock TF13 6BW. On an annual basis you will have the opportunity to update your information, as required, via the annual membership poll. 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, or email Neil Lloyd at nelloyd@outlook.com. 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.

### 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. All membership information is held on Beacon, a U3A developed and professionally managed database. Your data is accessed only by trustees that need it to perform their role, i.e., Treasurer, Membership Secretary, Communications lead, Groups Coordinator and Site Administrator. *We adopt a principle of giving trustees the minimum amount of access needed to perform their stated role.* Group Leaders may be given access to contact details for their group members on request.

### Availability and changes to this policy

This policy is available on the Much Wenlock and District U3A website. This policy may change from time to time. If we make any material changes we will make members aware of this at the monthly members' meetings and by a general email.

### 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 through the web site, or Neil Lloyd on email as above, or tel 01952 728302.