

Your data.

We collect your data only for U3A purposes. The PRIVACY POLICY, on the back of your renewal/application form, explains what data is collected and what it is used for. We are transparent in what we do and all data is handled in strict confidentiality.

What data do we collect?

- Your name
- Postal address
- Telephone number
- Email address

All of this is stated on your membership renewal/application form.

What is the data going to be used for?

The supplied data will be held and maintained on a computer and hard copy for the purposes of correspondence/contact and reference **only** by Newcastle U3A.

Is it accurate and up to date?

If not, please inform the office as soon as possible.

Is it held on a strict need to know basis?

Yes and restricted **only to members** who need to use it.

How is your data used?

- To know who our members are and to keep a record of which members have paid their annual subscriptions and know how they prefer to be contacted.
- Sending you relevant communications e.g. monthly mailing
- Contact you with news, queries or changes to groups
- To contact Third Age Trust so that you receive the U3A publications 'Third Age Matters' and 'Sources'

What if I don't want the publications?

If you want to opt out of Third Age Trust publications, you may do so.

Are Third Parties involved?

Only those stated on your renewal/application form.

Some groups may use speakers or guides from outside Newcastle U3A but your details will not be shared with them.

You may find links to third party websites on our Newcastle U3A website. These websites should have their own privacy policies which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.

What about sensitive information?

This is personal data and any information relating to an identified or identifiable natural person e.g. ethnicity or religious beliefs. This is voluntarily provided by members and held securely.

What if the Privacy Policy Changes?

If changes are necessary, all members will be notified using all our communication systems.

What are my rights?

For your personal data, you have the right:

- To request a copy of your personal data
- To inaccuracies being corrected
- To have no longer have your data processed
- To change your contact preferences
- To lodge a complaint

Any queries? Contact Newcastle U3A

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