



Registered Charity number 1159091

North West Region of U3As Privacy Policy

The North West Region of U3As treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information' that you provide when booking a place at any of our events, that is, information that could identify, or is related to the identity of, an individual.

What personal information do we collect?

When you apply for a place at a regional event you will be asked to provide certain information. This includes:

- your name and title
- your U3A
- home address
- email address
- telephone number(s)
- your choice of event options, if appropriate

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 application. The information will be collected via application forms or online contact forms. The lawful basis for collecting and storing your information is your consent to do so. In order to inform you about the event that you have booked, 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 information about the event
- For administration, planning and management of the event

We'll send you messages by email, post, other digital methods and telephone to confirm bookings and advise you of further details of the event.

Who do we share your personal information with?

We do not usually need to share this information with any third party. 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.

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 you will not be stored for longer than one month after the event. 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 do we store your personal information?

Your information is held on a spreadsheet. 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 a BIOS password protected devices on which the data is held. The spreadsheet is both encrypted and password protected. Any paper records are kept in a locked filing cabinet. Access to the data is restricted to members of the regional committee who administer the event.

Applicability

This policy applies to all regional events, excluding the Summer School, which has a separate Privacy Policy.

Availability and changes to this policy

This policy is available on the North West Region of U3As website. This policy may change from time to time. If we make any material changes we will make members aware of this via the Web Site.

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 Regional Chair at ndstevenson@hotmail.com