

Northallerton U3A Privacy Policy

Northallerton 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 joined (or join) Northallerton U3A you were (or are) asked to provide certain information as follows:

- your name
- home address
- email address
- telephone number

How do we collect this personal information?

All the information collected is obtained directly from you, usually at the time you apply to join. The reason for collecting and storing your information is due to the relationship you then have with us as a member of the U3A. To allow us to inform you about the groups, activities and events etc that you can access as a member, we need to store and use 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 the U3A
- to communicate with you about U3A activities
- to monitor, develop and improve the U3A.

Provided you have given us the necessary information to do so, we will communicate with you by email, post, telephone or other means to advise you of U3A activities etc.

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 or others as required to facilitate your participation in our U3A activities;
- externally, but only with your consent, to e.g. HMRC in relation to Gift Aid or the U3A Trust for direct mailing for Trust magazines, ("Third Age Matters" and 'Sources');
- if we have a statutory duty to disclose it for other legal and regulatory reasons.

How long do we keep your personal information?

We need to keep your information so that we can provide our services to you., which in most instances will only be whilst you remain a member. However, there may be legal or insurance circumstances that require information to be held for longer whilst the related issues are investigated or resolved. If this is the case, you 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, you need to inform the U3A about any changes to your personal details. You can do this by contacting the Northallerton U3A Membership Secretary.

Should you wish to view the information that the U3A holds about you, you should also contact the Membership Secretary as above. There may be certain circumstances where we cannot comply with this request e.g. where the information may contain references to other individuals or for legal, investigative or security reasons. Otherwise we will as far as possible reply within 14 days of the request being made.

How do we store your personal information?

We apply various safeguards to protect your personal information against loss or theft and unauthorised access, disclosure, copying, or modification. These include spreadsheets maintained by (and only accessible to) the Membership Secretary and the Treasurer with respectively general membership personal details and those relevant for gift aid purposes. In addition, more restricted personal details are held by group leaders about their group members.

Availability and changes to this policy

This policy is available to be viewed on the U3A notice board at the Northallerton Forum and on Northallerton U3A's website. This policy may change from time to time. If any changes are material, ***you will be made aware of this on an appropriate basis e.g. via the monthly diary.***

Queries on the Privacy Policy.

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy arrangements, please contact the Northallerton U3A Business Secretary.