



## Northumbria Region U3A (NRU3A) Policies 2019

### Privacy Policy

NRU3A 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 NRU3A you will be asked to provide certain information. This includes:

- your U3A name and names of voting representative/s.
- email address

#### 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 either by hard copy or electronically. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member U3A, have with NRU3A. In order to inform you about the network's 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 details:

- To provide you with information relating to NRU3A activities and events
- For administration, planning and management of NRU3A
- To monitor, develop and improve the provision of NRU3A activities

#### Who do we share your personal information with

We may disclose information about you, including your personal information

- Internally - to NRU3A committee members
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of NRU3A we will seek your consent and inform you as to with whom the information will be shared with and for what purpose.

#### How long do we keep your personal information

In most instances information about your personal membership will only be stored for the duration of your position as contact/representative



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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, you need to inform NRU3A as to any changes to your personal information. You can do this by contacting the distribution list secretary on [regionalu3alist@gmail.com](mailto:regionalu3alist@gmail.com) or (in the case of the Treasurer) the current treasurer of NRU3A. On an annual basis you will have the opportunity to update your information, as required, via the NRU3A renewal process. Should you wish to view the information that NRU3A holds on you, you can make this request by contacting the distribution list 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 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. Security measures include technological measures such as Secure Socket Layer (SSL) encryption, which creates a secure connection with your browser. Your details are held online and only accessed by the distribution team.

#### Availability and changes to this policy

This policy is available on NRU3A website. This policy may change from time to time. If we make any changes we will make you aware of this.

#### 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 via the regional website

<https://u3asites.org.uk/northumbria> Contact page