

Introduction

Northwood & 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, you as an individual. It has been created to comply with the General Data Protection Regulation (GDPR) that becomes law on 25 May 2018.

The Data Controller is the U3A Committee. If you have a query or an issue relating to this policy then you should raise that with a member of the committee.

How We Collect Your Information

We collect your personal information when ...

- You complete a membership application or renewal form.
- You either [a] inform the Membership Secretary, or [b] use our online Members Portal, in order to change your information.

The lawful basis for collecting and storing your information is that you have a contractual relationship, as a member, with Northwood & District U3A. We need to store and process a certain amount of your personal data so that we can inform you about the groups, activities and events that you can access as a member.

The Information That We Collect

- We collect your name and postal address.
- We collect your telephone number(s) and email address.
- We collect your subscription preferences.

How We Use Your Information

Administration Of Your Membership

- Such uses include recording your membership payments, distribution of our newsletter and other communications designed to inform you of our U3A activities.

Study Groups, Activities & Events

- If you are interested in a study group, or want to be kept informed about our activities & events, then we will give the leader/organiser your name & contact information.

Third Age Matters & U3A Sources

- If you wish to receive these publications then we will pass your name and postal address to the Third Age Trust and/or their agent so that they can post them to you. We ask for your explicit consent to do this.

Sharing Your Information

We do not share your information with other organisations except as noted below ...

- **Third Age Trust**
If you wish to subscribe to Third Age Matters & U3A Sources we will send your name and postal address to the Third Age Trust and/or their agent.
- **HMRC**
If you gift aid your subscription then we will include your name and address in a list which we send to HMRC in order to make our claim for a refund of 25% of your subscription.
- **Beacon Online Membership System**
This system is used by over 200 U3As in the UK and is supported by the Third Age Trust. Your information is encrypted and held securely and separately from all other U3As. We are satisfied that they are a suitable organisation for us to share your information with.

How Long We Keep Your Information

We retain your information for as long as needed to meet legal, including tax, requirements. Otherwise we retain your information for a year after your membership lapses in case you decide to re-join during this period.

If there is an exception to this retention period, for legal or insurance purposes that require your information to be held for longer whilst issues are investigated or resolved, then the relevant lapsed member(s) will be informed and told when the information has been deleted.

Your Rights

You have the right to ask us, in writing, for a copy of the personal information that we hold about you. This is known as a "subject access request". You should write or send an email to ...

Membership Secretary
Northwood & District U3A
45 Ivy House Road
Ickenham UB10 8NG
ripen11@hotmail.co.uk

In addition you can view your information using the Members Portal to our Beacon online membership system via the Beacon section of our U3A website.

You can ask us to delete all the information we hold about you by contacting the Membership Secretary as above. We will delete all of your information that does not have to be retained for legal or regulatory purposes and your membership of Northwood & District U3A will cease.

How You Can Update Your Information

You can update your personal information by ...

- Informing the Membership Secretary using the contact details given above.
- Using the Members Portal to our Beacon online membership system via the Beacon section of our U3A website.

How We Store Your Information

Your information is held securely on the Beacon system mentioned above. Access to your information is restricted by strong passwords and is controlled by the U3A Committee.

Policy Availability & Changes

This policy is available from the Policies section of our U3A website or by request to any member of the U3A Committee.

This policy may change from time to time. If we make material changes then we will make members aware via our newsletter.

Additional Notes

- You may be included in a photograph, taken at a U3A meeting or event, which is intended for publication in our U3A newsletter.
- You can request that such photographs of yourself are not published in our newsletter by writing to a committee member.
- If you join a Study Group your information may become known by other group members. For example: an email might go to all members of your Study Group with your email address visible.
- Leaders of Activities & Events (for example: Outings, Visits) will use bcc on their emails.