

Oban u3a Privacy Policy

4th July 2023

Oban u3a (hereafter referred to as ‘the 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 linked to the identity of, an individual.

WHAT PERSONAL INFORMATION DO WE COLLECT?

When you become a member of the u3a you are asked to provide personal information on your annual membership form. This policy pertains to that information (referred to as “information” or “data” in this document). This only includes:

- Name.
- Home address.
- Email address.
- Telephone number(s) landline and/or mobile.
- How you pay your subscription (cash, cheque or BACS).
- Membership of interest groups.

We will not collect, store or share any other personal data. Personal information that we hold is managed by the u3a complying with General Data Protection Regulation (GDPR).

CONSENT TO STORE YOUR INFORMATION

On the membership form we ask you to explicitly provide consent for us to store and use your data. This consent enables our compliance with data protection legislation, including GDPR.

HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

To ensure the information we hold is accurate and up to date, members need to inform the u3a of any changes to their personal information. You can do this by contacting the Membership Secretary at any time:

Email: obanu3amemsec@gmail.com

On an annual basis you will be asked to reaffirm and update your information, as required, via the membership renewal form. Should you wish to view the information that the u3a holds on you, you can make this request by

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contacting the Membership Secretary. We will usually respond within 28 days of the request being made.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

Full personal data will be stored for no longer than 3 years after you cease to be a member. Names of individual members may appear in minutes and other records but full personal information (as outlined above) will not be retained. There may be legal or insurance circumstances that require some information to be held for longer.

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, unauthorised access, disclosure, copying, use, or unauthorised modification. These methods use industry-standard password protection, encryption and other methods to minimise the risk of data theft. Email addresses (without other personal information) will also be held, in the cloud, in our Oban u3a email accounts, and other necessary systems for the purpose of communicating with members.

HOW DO WE USE YOUR PERSONAL INFORMATION?

This information can be accessed by committee members and group convenors (*authorised users*) who will use it:

- for administration, planning and management of our u3a.
- to communicate with you about u3a activities.

Personal data will not be used for anything other than u3a business. Under this policy, only *authorised users* will have access to these data, except when an *explicit agreement to extend sharing* (see below) has been agreed with an Interest Group. Data must not be made visible beyond Oban u3a.

DATA SHARING OUTWITH OBAN U3A

If you have chosen to subscribe to the u3a Trust magazines (*Third Age Matters* and *Sources*) you will have consented on the membership form to share mailing information externally for that purpose.

COMMUNICATIONS TO MULTIPLE INDIVIDUALS

Where messages are sent to multiple individuals, there is a risk that details of **all** recipients will inadvertently be made visible to **every** recipient. Such

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inadvertent sharing would be a breach of this policy. This is particularly true for email, which is currently the primary means of communication. (Telephone, post, hand delivery and text messages are typically used if email is not available, and the policy applies equally to them and any other means of communication).

Specific mandatory constraints for email

When using email to communicate with multiple members, the policy requires that they are addressed using “Blind Carbon Copy” (BCC) to render the recipient list invisible.

Explicit agreements to extend sharing

In some circumstances those with privileged access to the information may, with explicit written permission from every individual involved, share their information. This agreement must be recorded and stored.

For example, group convenors, experiencing consensus, may seek uncoerced permission from every member of a group to share contact information with all group members.

In the case of email, this might mean agreement to communicate ~~by~~ openly, using “To” and “Carbon Copy” (CC). In this case the group convenor will ask, by email, for the permission of each member to share their email with all members of the group.

Consent (recorded by email or other means) will be retained for as long as the individual’s membership continues. A member may withdraw from such an arrangement at any time.

This policy relates to information collected via the annual membership form and stored by the u3a. It imposes no constraints on other ways in which members share information from other sources, but further sharing will neither be demanded nor facilitated by Oban u3a.

Caution in extended sharing by email

If members of an interest group decide to use open emailing (using CC or To), where all email addresses are visible to all recipients, there is a risk. Forwarding email could render addresses visible to third parties without the owner’s knowledge or consent. This could happen intentionally or accidentally.

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Members of groups must therefore not forward messages outside the group or in any other way reveal another member's email address to third parties outside the group (including other u3a members). Such an arrangement relies on trust and disciplined behaviour by participants, which the u3a cannot guarantee. Group members agreeing to open emailing should be aware of the risks of forwarding outwith the group.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on our website. This policy may change from time to time. If we make any material changes, we will make members aware of this via the newsletter and our monthly meetings and will send the updated version to them by email.

IMAGES

Oban u3a does use images, in the newsletter, on our website and in other documents and materials. These images will often include members. We will seek permission before taking images and then, to use them, we will seek permission by email.

CONTACT

If you have any queries about this policy (including suggestions for improvement), need it in an alternative format, or have any complaints about our privacy practices, please contact us:
Email: obanu3a@gmail.com

Policy review date: for the AGM 2024

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