

u3a Oldham	Doc.Ref. OLD -013 issue 1
PRIVACY POLICY	04/05/2021

POLICY

Aims -Oldham and 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 easily 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 Oldham and District U3A you will be asked to provide certain information. This includes:

- Your name.
- Home address.
- email address.
- Telephone number.
- Emergency contact details.

How do we collect this 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 via membership forms or online contact forms. The lawful basis for collecting and sharing your information is due to the contractual relationship that you, as a member, have with the U3A. To inform you about the group'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 personal information.

- To provide our U3A activities and services to you
- For administrative, planning and management of our U3A
- To communicate with you about your group activities
- To monitor, develop and improve the provision of our U3A activities.

We will send you messages via e mail, post, other digital methods, or telephone to advise you of U3A activities.

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 - as required to facilitate your participation in U3A activities
- Externally - with your consent for products or services such as direct mailing for the Trust magazines - Third Age trust and Sources
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the U3A we will seek your consent and inform you as to whom the information will be shared with and for what purpose.

How long do we keep your personal information?

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We need to keep your information so that we can provide our services to you, in most instances information about your membership will not be stored for longer than 7 years. The exceptions to this.

There 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 the 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, members need to inform the U3A as to any changes to their personal information. You can do this by contacting the membership secretary or, on an annual basis, you will have the opportunity to update your information, as required via the membership renewal process. Should you wish to view the information the U3A holds on you, you can make this request by contacting the membership secretary. There may be certain circumstances where we are unable 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 securer connection with your browser when you register and log into our online services. (You need to check the security settings of your website and consider how you store and delete information that is collected via the website) Your membership information is held on a database and accessed via Committee members and Group leaders as appropriate.

Availability and changes to this policy

This policy is available on the website and in the information book. This policy may change from time to time. If we make material changes, we will make members aware of this via the newsletter.

Contact

If you have any queries about this policy, need it in an alternative format, or have any complaints about this privacy policy please contact a member of the committee.

Signed

Committee role