

Privacy Policy with regards to u3a activities, events and meetings – 29th February 2024

We treat your privacy rights seriously. This privacy policy sets out how we will deal with your personal information.

WHAT PERSONAL INFORMATION DO WE COLLECT?

When you express an interest in becoming a member of the u3a you will be asked to provide certain information. This includes:

- Name. (preferred name)
- Home address.
- Email address.
- Telephone number. (Landline and / or Mobile)
- Subscription preferences.

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 via membership forms or online contact forms. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation. However without such data we would not be able to communicate with you and keep you in touch with u3a matters.

The primary source of personal data collection is Beacon database. Your Committee is responsible for ensuring that Beacon (which is managed professionally on behalf of 3rd Age Trust) continues to meet all relevant legislation. Within our u3a the lead for management of personal data is the membership secretary.

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 our u3a.
- To communicate with you about your group activities.
- To monitor, develop and improve the provision of our u3a activities.

We'll send you messages by email, other digital methods, telephone and post to advise you of our activities.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose information about you, including your personal information:

- Internally - to committee members, group facilitators and welfare members – as required to facilitate your participation in our u3a activities.
- Externally – where we use an external membership management system and with your consent for products or services such as direct mailing for the Trust magazines (*Third Age Matters*). Where such systems are used, we have assurance from National Office that their digital and physical systems and procedures are secure.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.

If we need to share your information outside of the u3a we will seek your prior permission and inform you as to who the information will be shared with and for what purpose.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

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 12 months. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. In particular financial information will be retained for the period of limitations which is currently seven years. Where this is the case then the any member may request and 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 should advise us as to any changes to personal information. You can do this by contacting the membership secretary at any time:

Val Rapson

email oltonu3avalr@gmail.com

07906 817573

On an annual basis you will have the opportunity to update your information, as required, via the membership renewal form. Should you wish to view the information that we hold on you, you can make this request by contacting the membership 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 another 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 encryption, which creates a secure connection with your browser when you register and login into our online services. Personal data which might enable identification will not be displayed on our public web site except where an individual member has given specific agreement to inclusion of personal data.

Your membership information is held on Beacon database membership management system and accessed by committee members and group coordinators and facilitators – as appropriate.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on our website or by request to the business secretary. 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 the monthly members' meetings.

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:

Email: jon.214morris@gmail.com

Policy review date: March 2027