

# Oswestry U3A Privacy Policy

Oswestry 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, an individual.

## What personal information do we collect?

When you join Oswestry U3A you are asked to provide certain information. This includes:

- your name;
- home address;
- email address;
- telephone number;
- Gift Aid eligibility.

## How do we collect this personal information?

All the information collected is obtained directly from you. This is at the point of your initial registration and confirmed at each renewal. The information is collected via membership forms or online contact forms. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with the U3A. In order to inform you about the groups, activities and events that you can access as a member we need to store and process a certain amount of personal data.

Additionally prospective members may be invited to provide some or all of the details above to allow us to invite them to relevant U3A events such as New Members' Mornings and taster sessions.

## 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 activity.

We may send you messages by email, 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 conveners, as required, to facilitate your participation in our U3A activities;
- Externally, with your consent, to the Third Age Trust for direct mailing of Trust magazines;
- 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 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 the issues are investigated or resolved. Where this is the case members 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, member's need to inform the U3A as to any changes to their personal information. You can do this by contacting the current Membership Secretary. 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 that the U3A holds on you, you can make this request by contacting the Membership Secretary. 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. Your membership information is held on a spreadsheet kept securely by the Membership Secretary and accessed by Committee Members and Group Conveners only for specific and limited information relevant to their role as approved by the Committee. A paper copy of your annual membership application is normally kept in secure storage for up to one year, unless your subscription is Gift Aided, when we are required to keep it for the period specified by the Tax Office.

### Availability and changes to this policy

This policy is available on our website and at our Tuesday meetings. Hard copies may be requested from the Chair. The policy may change from time to time. If we make any material changes we will make members aware of this at a Business or General Meeting and via our website.

### 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 the Secretary.